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ABSTRACT

Providing a description of over two hundred current career oriented materials (e.g., brochures, catalog, guides, tests) related to the content and process of designing preservice course(s) in career development programming, this media supplement was developed to augment the lesson plans, goals, objectives, activities, and evaluation materials presented in a companion publication, titled "Career Education, Career Guidance and Occupational Competence" (see related note). While specifically developed to accompany the curriculum guide, this document is also intended as a useful handbook for counselors and educators who wish to develop/inaugurate a career development course or program for preservice training and for counselors and educators who are responsible for starting, renewing, or expanding a career guidance program or resource center. The materials are listed in alphabetical order by publisher. (BM)

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CAREER PROGRAM RESOURCES:
A MEDIA SUPPLEMENT

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Wisconsin Vocational Studies Center
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PREFACE

Identifying and selecting resources for career education and determining their most effective use is becoming the responsibility of educators and counselors alike. The need to provide meaningful and relevant materials to persons in career education, career guidance and placement programs is basic to the goals of such programs, i.e., helping persons gain knowledge and develop skills in areas including career awareness, career exploration, career preparation, and career placement.

A multitude of information about occupations, universities, technical and trade schools, employability skills, and related topics is available on local, state, regional, and national levels. These materials can be most helpful to persons looking for a job, deciding which college to attend, or laboring over what career to choose.

Career Program Resources: A Media Supplement is a listing of career oriented resources and publishers which has been developed to aid both educators and counselors in the search for and collection of career education program resources. The author and colleagues see this publication as a useful handbook for 1) counselors and educators who wish to develop/inaugerate a career development course or program for pre-service training and 2) counselors and educators responsible for starting, renewing, or expanding a career guidance program or resource center.

While it can be used as a general reference guide, it is specifically designed to augment the lesson plans, goals, objectives, activities, strategies, and evaluation materials presented in Career Education, Career Guidance and Occupational Competence: Outlines, Materials and Lesson Plans for Teaching Career Development Courses, a companion publication also available from the Wisconsin Vocational Studies Center. The development of both documents resulted from the project "Revitalizing the Pre-Service Preparation of Vocational Guidance and Counseling Personnel," funded under the National Vocational Education Personnel Development and Training Activities for 1976-77.

One of the major EPDA project activities was the presentation of the developed lesson plans and curriculum materials to counselor and vocational educators from twenty-five educational institutions at a national conference in Madison, Wisconsin on May 31, June 1, and June 2, 1977. The career education resources cited in A Media Supplement were obtained for review and exhibit purposes from the publishers indicated. These were placed on exhibit at the workshop.

Initially, both commercial and non-commercial publishers of career education materials were contacted and informed of the workshop, its participants, and its goals. Approximately one-hundred publishers, school districts, state departments of education, colleges/universities, agencies and research centers responded with catalogs, filmstrips, video-tapes, textbooks, and assorted volumes of materials related to content and process included in the staff's design of the pre-service training course in career development programming. All materials submitted by publishers to be considered for the

curriculum and to be exhibited at the workshop have been listed in A Media Supplement. Many of these resources are also referred to within Career Education, Career Guidance and Occupational Competence: Outlines, Materials and Lesson Plans for Teaching Career Development Courses. Others not specifically referred to remain appropriate for inclusion in career education curriculum and programs upon the discretion of the counselor and educator responsible. Areas included in the curriculum guide and for which appropriate resources are presented in this media supplement include:

I. Work in America
   - Work and the Individual
   - Work and Society

II. Career and Vocational Development
   - Vocational Development Theory
   - Sex-Role Stereotyping
   - Factors Influencing Individual Career Development

III. Career Development Programming
   - Background and Issues in School-Based Career Development Programs
   - Career Education
   - Career Guidance and Counseling
   - Career Placement
   - Career Program Resources

The resources' overlap of both content and process concerning the various topical divisions listed above did not allow materials to be organized according to the subject matter covered--rather, the descriptions that follow indicate the basic subject matter. A sufficient column margin has been allowed on each page of A Media Supplement so the user can make notations for future reference to the resources. We feel it more beneficial that the reader and user make their own notations as to the resources' appropriateness to their particular curriculum, program or resource center. Resources have been grouped by publisher for easier identification, with publishers listed alphabetically. Publishers' addresses have been included for reference and ordering contacts.

The purpose of A Media Supplement is to present many of the current materials available in career education. Many are free or inexpensive, others are more costly. The quality of the listed resources also varies. The abstracts are designed to be objective in presenting the materials as the resources' appropriateness for a program or resource center will greatly vary depending on the collection already established, program needs, program goals, user population(s), budget allocations, etc. It is suggested, however, that prior to making a major purchase, the materials be previewed, preferably by both staff and users. Most publishers offer copies on a loan or rental basis with rental charges applied to purchase.

The listings in A Media Supplement are not intended to be complete, but rather to describe specific career education resources exhibited at the national workshop. Additional information regarding guidelines and suggestions for identifying, evaluating, selecting, and organizing career

education resources is included in a previous publication, Desk Reference: Techniques and Procedures for Facilitating Career Counseling and Placement (Novak and Hammerstrom, 1977), available from the Wisconsin Vocational Studies Center. This reference will help answer questions dealing with career guidance including how to infuse it into the classroom, how to get occupational and educational information, how to select the information materials, how to organize the materials, and how to store them so that they can receive maximum use by both educators and students. The guide is designed to offer quick and brief helps in these and other areas.

The companion lesson plans to A Media Supplement ("Career Program Resources") presented in Career Education, Career Guidance and Occupational Competence: Outlines, Materials and Lesson Plans for Teaching Career Development Courses offer pre-service training activities in developing and working with career resource centers, identifying career program resources, evaluating and selecting career program resources, and storing and filing career program resources. The basic goal of these lessons is to acquaint persons with the many resources available and to assist them in understanding the utilization and role of these resources in career education, career guidance, and placement programs.

The author and entire project staff would like to take this opportunity to thank all of the publishing houses, school districts, state departments of education, research centers, agencies, colleges/universities, and individuals who loaned or gave the Center the many materials used throughout the workshop and the development of this media supplement. The cooperative efforts of so many individuals was encouraging and hopefully will help others in gaining an awareness of the materials available which can be incorporated into the career education, career guidance, and placement programs.

Madison, Wisconsin J.L.N.

May 1977

CAREER PROGRAM RESOURCES:

A MEDIA SUPPLEMENT

ADDISON-WESLEY PUBLISHING COMPANY. Reading, Massachusetts 01867

How to Work for a Living and Like It--A Career Planning Workbook. A workbook of self analysis and career goal analysis for career planning and/or improvement. A counselor's guide is also included. (1977)

AGENCY FOR INSTRUCTIONAL TELEVISION. Box A, Bloomington, Indiana 47401.

bread and butterflies. An instructional career development package for nine-to-twelve-year-olds designed to help them explore the relationship between their lives and the world of work. Fifteen 15-minute color films/videocassettes are available covering themes including decision-making, human dignity, shaping one's destiny, and people at work. A comprehensive curriculum guide, student workbook, in-service teacher's program, and informational program and workshop materials are also available. Programs produced are:

"Choosing Changes"
"Decisions, Decisions"
"I Agree, . . . You're Wrong!"
"Me, Myself and Maybe"
"Our Own Two Hands"
"People Need People"
"Planning Ahead: The Racer"
"Power Play"
"School and Jobs"
"Work Means"
"The Way We Live"
"Taking Care of Business"
"Things, Ideas, People"
"Using Bread and Butterflies"
"About Bread and Butterflies"
"Success Story"
"Treasure Hunt"

(1974) (Films - $180.00 each; videocassettes - $110.00 each)

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS. 1801 North Moore Street, Arlington, Virginia 22209.

AASA 1977 Publications. A catalog of books, bibliographies and special audio-visual presentations designed for the school executive. Topics include school vandalism, collective bargaining, declining enrollments, school finance, and other controversial issues. (1977)

AMERICAN FEDERATION OF TEACHERS, AFL-CIO. 11 Dupont Circle, N.W., Washington, D.C. 20036.

Teaching as a Career. A pamphlet directed toward students which presents teaching as a career and explores the problems and challenges of teaching. The discussion addresses the history of the profession, teaching duties, required training, and how to look for jobs. The Educare program is also briefly presented. (n.d.)

AMERICAN INSTITUTES FOR RESEARCH IN THE BEHAVIORAL SCIENCES. P.O. Box 1113, 1791 Arastradero Road, Palo Alto, California 94302.

Bibliography of Recent Commercial Career Education Materials. A bibliography of commercial materials cataloged during the 1974-75 nation wide survey of the Status of Career Education. The entries are presented in short form without evaluation. Information given includes grade level range, title, publisher, cost, and catalog number. The complete commercial and non-commercial catalogs indexed to area covered and types of student target groups are available from the Institute. (n.d.)

AMERICAN TECHNICAL SOCIETY. 5608 Stony Island Avenue, Chicago, Illinois 60637.

1977 Books-American Technical Society (Catalog). A catalog of available materials on the following fields: Automotive, Blueprint Reading, Construction, Electricity, Electronics, Food Preparation, Graphic Communication, Home Economics, Industrial Arts, Mechanical Trades, Metals Trades, and Teacher Education. The items available, including textbooks, instructor's guides, student guides, and skill manuals, vary for each field. (n.d.)

ASSOCIATION FILMS, INCORPORATED. 866 Third Avenue, New York, New York 10022.

What Will I Do With My Time? A free loan film (16mm, sound, color) presented by New York Life Insurance Company as part of its public service program "Careers for a Changing World." The 28 minute color documentary follows the theme expressed in a line from the film's theme song, "I need work for my mind that brings joy to my soul." Completely unscripted, the film communicates

people's joy in their work as they talk about their innermost feelings and ambitions and about their varied routes for getting to where they are now. The stories of these real-life individuals are interspersed with spontaneous discussions among a group of high school students of differing backgrounds, who talk about their own hopes and worries. The people in the film represent a range of ages, of ethnic and racial backgrounds, and of jobs. They include a bus driver, advertising executive, teacher, sales representative, homemaker, physician, policeman, lawyer, auto shop service manager, civil service worker, telephone worker, farmer, musician, stewardess, newspaper executive, and crafts workers. The film is designed to serve as a point of departure for in-depth discussions or follow-up activities related to careers. (An Introductory Booklet and series of publications are also available from New York Life Insurance Company, Box 51, Madison Square Station, New York, New York 10010.) (n.d.) (Free loan)

AMERICAN VOCATIONAL ASSOCIATION. 1510 H. Street, N. W., Washington, D.C. 20005.

AVA Publications-Fall 76. A catalog of yearbooks, visual aids, and publications dealing with vocational and career education. (1976)

AVA Publications - 1977. A listing of yearbooks, monographs, and materials dealing with vocational and career education. (1977)

ARGUS COMMUNICATIONS. 7440 Natchez Avenue, Niles, Illinois 60648.

Career Education--Develop Career Decisions by Exploring Self and World. A catalog brochure of filmstrips, posters, card files, photographs, cross word puzzles, and booklets on career education for grades 1 through 12. Includes prices and ordering information.

Learning to Live...Together (1977-1978 Educational Materials). A catalog of filmstrips, books, posters, games, etc. in career education. Materials are designed for primary grades through adults and deal with curriculum areas including Language Arts, Mathematics, Career Education, Family Living, Bilingual Education, Special Education, Guidance/Counseling, and Teacher Training/In-Service. (1977)

Why Am I Afraid to Tell You Who I Am? John Powell, S.J. A book of insights on self-awareness, personal growth, and interpersonal communication. (1969) ($2.25)

Winners & Losers. Sydney J. Harris. Book of illustrations and comments on success and failure dealing with personal self-image, values, motivation, and human relationships. The collection of sayings talks about character traits that make winners and losers in the "game" of life. (1973) ($1.95)

Argus Filmstrips--Friendly and Hostile; Feelings and Thoughts; and Let's Get Organized. Three operation manuals and discussion guides which contain the entire content of the particular filmstrip (both script and reproductions of visuals). Listings of nine other available filmstrips are included. (Each filmstrip with record or cassette is $20.00)

Interview Strategies-Interview Techniques and Follow-up Activities for Career Development. James Conley and Walter Wernick. A teaching package containing a paperback book and spirit masters to help students gain knowledge of the world of work and to think and express themselves clearly. Forms, formats, and activities are included. (1976) (Paperback - $5.95; Spirit Masters - $5.00; Combined Kit - $9.50)

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else. David Campbell. A teaching package containing a paperback book and Spirit Masters to help students make choices and establish goals that arise from new options and opportunities. Major factors which influence choices are outlined - skills, education, friends, motivation, family, experience, and health. (1974) (Paperback - $1.95; Spirit Masters - $5.00; Combined Kit - $6.50)

ASSOCIATION FILMS, INCORPORATED. 866 Third Avenue, New York, New York 10022.

Technology in the Service of Man - Film List (Brochure). NASA Lewis Research Center. A brochure of free-loan films presenting the results of aeronautics and space programs and their application to the needs of people on Earth. Subjects include reduction of aircraft engine noise, measuring pollutants in the atmosphere, improvements in communication techniques, and the use of photography.

Construction Safety...On Film (Brochure). Presents a series of films dealing with safety in the construction industry, including on-the-job training, home building, electricity, and structural dangers. Films can be rented/purchased. (Prices vary)

Sierra Club Presents (Brochure). Listing of films and books dealing with conservation, wilderness areas, and nature education programs.

B'NAI B'RITH CAREER AND COUNSELING SERVICES. 1640 Rhode Island Avenue. N.W. Washington, D.C. 20036.

1976-77 Catalog of Publications. Lists the many materials available through B'nai B'rith, including the Counselor's Information Service, Guidance Kits, Occupational Brief Kits, aids for counselors and parents, educational directories and research. (1976-77)

Counselor's Information Service. A quarterly annotated bibliography of current literature on educational and vocational guidance. Offers publications on various careers, schools and colleges, guidance materials, adult education, and handicapped and rehabilitation counseling. (Subscription rate - $9.00 per year)

Seven Steps to Finding Your Place in the World of Work. Irving Eisen, Ed. D. Pamphlet for the individual who is completing his/her education or training and attempting to enter the job market and/or the individual who has some experience and wishes to change jobs or move up. It deals with the job finding process outlining seven steps: 1) Identifying jobs you are qualified for, 2) Finding out where the jobs are, 3) Ways to apply for a job, 4) Letters of application and application forms, 5) Resumes, 6) Preparing for the interview, and 7) Communication during the interview. (1971) ($1.25)

Studying for Success in High School and College. Irving Eisen and Leonard H. Goodman. A booklet directed at students dealing with study skills, organizing time, motivation for learning, achieving one's educational goals, and improving study habits, etc. (1968) ($1.25)

Counseling Girls and Women (A Guide for Jewish and Other Minority Women). Kenneth A. Wolkon. A guidebook for counseling women aimed at vocational counselors. Topics covered include historical background, research, rationale, legal discrimination, sex roles, attitudes, family patterns, vocational choice, and counseling resources. (1973) ($2.00)

A "Starter" File of Free Occupational Literature. Irving Eisen and Leonard H. Goodman. (1975 edition revised by Leonard H. Goodman and Anne E. Garrett.) A revised bibliography of free career literature designed for use by high school and college students and their advisors in career planning. This edition also serves as a source of useful information for parents, teachers and guidance counselors. The 117 pamphlets listed may be kept in portable files or in less than half a file drawer. (1975) ($1.50)

College Questions Preparing Jewish and Other Minority Parents and Youth. S. Norman Feingold, Joel H. Goldberg, Patricia Houtz and Fae E. Hoffman. A booklet dealing with current questions about college, college life, and expectations. It is designed for counselors, parents and youth and can be used with individuals or groups. (1973) ($2.00)

Meeting the Challenge: Experimental and Innovative Colleges and Universities. A listing of experimental and innovative colleges and universities with name and address, founding date, classification as experimental or innovative, accreditation, affiliation, environmental surroundings, composition of student body, enrollment figures (both general and Jewish), academic calendar, grading system, types of housing facilities and availability of Jewish religious facilities. (1974) ($2.50)

BOARD OF COOPERATIVE EDUCATIONAL SERVICES. Allegany County, 6 South Street, Belmont, New York 14813.

Curriculum Project 9-12 for Language Arts, Art, Foreign Languages and Social Studies with Career Education Infusion Activities. A curriculum project for the secondary level to illustrate career education infusion activities in language arts, history, foreign language, and art. Objectives; small group, large group, and individual activities; evaluation guides; and resources are included for lessons. (1976)

BOWMAR. 4563 Colorado Boulevard, Los Angeles, California 90039.

How to Get That Job. Norman File and Bernard Howroyd. A multi-media program for vocational education to help prepare students to enter the employment market. This sound filmstrip series presents a set of specific procedures to follow in seeking the right job. A Teacher's Guide offers suggestions for each filmstrip which provide follow-up in both the classroom and in the community. The series can be used as a self-teaching orientation package by students or the program can be used by counselors/teachers with small or large groups. Subjects include reading want ads; use of telephone directories, newspaper ads, and state and private agencies; understanding job needs in terms of personal satisfaction and desired lifestyle; dealing with job applications; and completing job placement tests. The kit includes six filmstrips (with records or cassettes):

"The Right Job for You"
"What the Employer Wants"
"The Media - and How to Use Them"
"The Interview, Part 1"
"The Interview, Part 2"
"Tests and Testing"

(1974) ($70.00)

A Direction for Tomorrow. Otis Bratton and Robert Tomlinson. A multi-media career guidance system to illustrate occupations in seven major career areas--occupations that are learned through on-the-job training and are attainable without a college degree. Thirty-five careers are presented with information based on research of labor trends, needs and training requirements. Each program contains six full-color filmstrips (with records or cassettes)--one overview and five specific careers, student career survey sheets, and instructors handbook listing resource information. The Units are:

"Compassion for People" (Describes occupational classifications in the health service field)

"The Nation's Builders" (Shows craftsmen in the construction industry)

"The Age of Electronics" (Describes electronic manufacturing and follows microminature electronic circuits through manufacturing and production)

"Man Has Wings" (Describes the Civil Aviation Industry)

"Cabbages to Kings and Various Things" (Discusses the retailing industry)

"The Money Tree" (Presents banking and finance in terms of jobs available to young people)

"Jobs for the Now Generation" (Helps students to find temporary work leading to permanent employment through work study opportunities; tells where to go, whom to see, and what to say to get started)

(1970) ($70.00 each program; $440.00 for seven programs)

Bowmar 76-77 (Catalog). Describes the many materials available through Bowmar including filmstrips, textbooks, library kits, recordings, and workbooks. Materials are designed for pre-kindergarten through twelfth grade and deal with reading, language arts, music, motor development, social studies, social science, human relations, reading, physical education, etc.

CALIFORNIA, UNIVERSITY OF. EXTENSION MEDIA CENTER. 2223 Fulton Street, Berkeley, California 94720.

Changing Images. A film showing 4th-grade students dealing with career expectations. Over a 5-week period, the teacher helps the students examine stereotypes concerning careers appropriate for males and females. As essential parts of the change process, the students first reveal their stereotypes about careers and sex roles through artwork and discussion. They later begin to discover contradictions between the stereotypes they have expressed and elements of their own experience. They begin to understand that the ideas they have had about male and female occupations may be inaccurate. By the 5th week, some of the students have begun to think about career choices that are usually only chosen by the opposite sex. (Black and white film, 16 minutes) (1975) (Purchase - $130.00; rental -$14.00)

CAREERS, INC. 1211 10th Street, S.W. (P.O. Box 135), Largo, Florida 33540.

Catalog of Guidance Materials. Catalog of resources available through CAREERS including "Career Desk-Top Kits," "Career Cluster Files," "Career Exploratory Kits," attitude posters, and guidance services. (1976)

CENTER FOR HUMAN RESOURCES. University of Houston, Houston, Texas 77004.

Equal Vocational Education (Final Report). Jane Lerner, Fredell Bergstrom, and Joseph E. Champagne. A final report of the EVE project offering a detailed description of the actual demonstration project designed to help secondary schools increase female enrollment in traditionally male vocational education programs. Program objectives, recruitment and monitoring models, assessing and changing attitudes, relationships with industry and unions, and sample tests and surveys are presented. (1976) (Single copies, no charge)

Equal Vocational Education (Teaching Manual). Fredell Bergstrom and Joseph E. Champagne. A teaching manual containing materials designed to "assure" equal vocational educational opportunities for all students. Included is a user's guide, staff materials, student materials, and resources materials. The programs resulted from a 19 month demonstration program within the Houston Independent School District. (1976) ($7.00)

All About EVE. An 8 minute, 16mm film and companion to the teaching manual presenting a capsulized historical investigation of women in the work force. Using art work, historical pictures, and on-the-job photographs of women employed in many non-traditional jobs, the female student is introduced to career choices other than those strictly indoor, female-type jobs. (n.d.) ($60.00)

CENTER FOR SOCIAL ORGANIZATION OF SCHOOLS, THE JOHN HOPKINS UNIVERSITY. 3505 North Charles Street, Baltimore, Maryland 21218.

"The Measurement and Structure of Psychosocial Maturity." Ellen Greenberger, Ruthellen Josselson, Claramae Knerr, and Bruce Knerr. Paper describing the development of an attitude inventory based on an interdisciplinary model of psychosocial maturity. The Psychosocial Maturity Inventory (PSM), a self-reporting instrument, is comprised of nine subscales and is suited for the assessment of

youngsters in the approximate age range of 11-18. (Paper appeared in Journal of Youth and Adolescence, Vol. 4, No. 2, 1975.)

Schools and Maturity Program: Final Report. Ellen Greenberger. The final report for the Schools and Maturity Program. The program studied the effects of school, family, and peer group experiences on the development of attitudes consistent with psychosocial maturity. The objectives were to formulate, assess, and research educational goals other than traditional academic achievement. (n.d.)

CENTER FOR VOCATIONAL EDUCATION, THE. THE OHIO STATE UNIVERSITY. 1960 Kenny Road, Columbus, Ohio 43210.

Career Education Personnel Development-(Goals, Strategies, Approaches Ideas for University Planning). Lorella A. McKinney, Earnestine Dozier, David Harmon, Janet Lynn, and John Meighan. Contains career education personnel development goals, alternative strategies for developing those goals and approaches for integrating career education into existing personnel development courses or units of instruction at the university level. (1975)

Career Education Products Teacher's Guides. Sets of learning experiences that focus on various elements of career education, career awareness and exploration, and beginning competency and skills. Each learning set contains a student objective, set overview, resource list, teacher preparation tasks, learning activities, and an evaluation-summary section. Units are based on the themes Self and Careers; Exploring the Work World; Economic and Career Awareness; and Math, Measurement and Careers. (1975) (Costs vary per unit)

Staff Development Guides. Focus is on suggested goals, strategies, and resources for planning administration and implementation of career education. Some guides are for workshops and include handouts, transparencies and resource materials while others are set up for individual instruction. Major topics in the guides include need for staff development, role and function of in-service coordinator, in-service programs for specific groups, evaluating staff development and sources of in-service education assistance. (1975) (Costs vary per unit)

Career Education - Now. Poster and listing of materials available through CVE.

CFKR CAREER MATERIALS. P.O. Box 4, Belmont, California 94002.

JOB-O (Judgement of Occupational Behavior-Orientation). Arthur Cutler, Francis Ferry, Robert Kauk, and Robert Robinett. A self-motivating and self-assessing instrument. The test uses minimum of words and a game approach. It is designed to allow the student to match one's own interests with the world of work for exploration and vocational decision-making. Available in English or Spanish. (1976)

CHARLES E. MERRILL PUBLISHING COMPANY (A BELL AND HOWELL COMPANY). 1300 Alum Creek Drive, Box 508, Columbus, Ohio 43216.

Career Education Catalog. Books available through publisher concerning the theories and practices of career education. Resources deal with vocational education, special groups, career guidance, etc. (n.d.)

College Division (Catalog). Listing of college level texts available through publisher (dealing with a wide variety of topics). (n.d.)

CHRONICLE GUIDANCE PUBLICATIONS, INC. Moravia, New York 13118.

Catalog. Catalog describing the many resources available through CGP. Materials deal with current occupational and college selection; career education exposure (Preschool - 6th grade); career exploration (Middle, Jr. High, and Sr. High); and career evaluation (High School and College). (1977)

The Harrington/O'Shea System for Career Decision-Making. Thomas F. Harrington, Ph.D. and Arthur J. O'Shea, Ph.D. A survey instrument (Junior High-Adult) designed to help people make career decisions.

The Bookshelf. Joseph E. Barber, Ed. D. Reviews of current books in guidance and education. Two issues, Fall and Spring. ($10.00)

Career Index. An annotated list of free or inexpensive occupational and educational guidance materials available from about 700 public and private organizations. (1976-77) ($10.00)

Guidance Cumulative Folders. Reference file folders which allow counselors to accumulate and record information about students.

COLLEGE ENTRANCE EXAMINATION BOARD. Box 592, Princeton, New Jersey 08540.

Deciding and Deciding: A Leader's Guide. H. B. Gelatt, Barbara Varenhorst, and Richard Carey. A course of study to teach students (grades 7 through 10) how to make decisions about themselves, their education, and their future. The program may serve as a basis for a school wide decision-making curriculum, as a major component in the guidance program, or as part of subject areas. The program utilizes exercises, group activities, simulations, and discussion guides. The Leader's Guide includes explanations of concepts, supplementary exercises, and resources. (1972) (Student booklet - $2.50; Leader's Guide - $2.00)

Decisions and Outcomes and Decisions and Outcomes: A Leader's Guide. H. B. Gelatt, Barbara Varenhorst, Richard Carey, and Gordon P. Miller. A program of materials designed for senior high school students, college students, and adults to help them learn decision-making skills. The materials are to help students gather and evaluate information, clarify and explore their values, examine their own risk-taking tendencies, set short and long-range goals, and figure out strategies for making decisions. The program can be used for classroom use and integrated into subject curriculums. The Leader's Guide outlines the theory underlying the process taught, provides instructions on how to conduct group sessions employing the materials, and offers suggested resources. (1973) (Student booklet - $2.50; Leader's Guide - $3.00)

COLLEGE PLACEMENT COUNCIL, INC., THE. 65 Elizabeth Avenue, P.O. Box 2263, Bethlehem, Pennsylvania 18018.

What Shall I Order For Our Career Planning And Placement Library? A basic bibliography of resources suggested for small, medium, and large-budgeted career planning and placement libraries. Lists are based on budgets under $250 to over $500. Audio-visual materials suggested in A/V Media in Career Development by CPC. (1976) (Members - $2.50; Non-members - $4.00)

COMMUNITY LAW REPORTS, INC. P.O. Box 1234, Santa Cruz, California 95061.

Employment Law File. Sex Discrimination in Employment. Application of Title VII. Mary C. Dunlap, editor. A publication designed to be a concise and practical guide to basic employment rights guaranteed by federal law (Title VII). The contents of the report is as follows: Part 1 - Abridged text of Title VII of the Civil Rights Act of 1964, as amended; Part 2 - Complete text of the Equal Employment Opportunity Commission's Guidelines on Discrimination Because of Sex; Part 3 - Description and analyzation of major theories, trends, and problems emerging from Title VII lawsuits on sex discrimination; Part 4 - Glossary of terms; Part 5 - Bibliography; and Part 6 - Index. Areas covered include job openings, advancement, and equal pay. (An up-date service also available.) (1975) ($22.00)

CONTRACT RESEARCH CORPORATION. 25 Flanders Road, Belmont, Massachusetts 02178

Conceptual Framework for Curriculum Decisions in Education for Marketing and Distribution Careers. Alice K. Gordon, Benaree P. Wiley, and Kristina Engstrom. A publication which examines the reason for the development of the career education concept, the way in which marketing and distribution occupations may be viewed in light of it, the content of the occupational cluster schema, and its implications for education in marketing and distribution, kindergarten through adult. The book is divided into three chapters with the first examining the organization of marketing and distribution occupations. The second discusses the bases for curriculum decisions (career awareness, career exploration, and career preparation). The final chapter deals with the actual implementation through curriculum, program management, staffing, etc. (1976)

Identifying and Planning for New and Emerging Occupations: A Suggested Guide. Paulette Meleen, Suzanne Gordon, et al. A guidebook intended for the use by vocational and technical educators in identifying potential program offerings for emerging employment areas. The guide documents the results of the project which developed and applied a process for identifying new and emerging occupations for skilled and technical areas. A listing of information sources is also included. (1976)

Occupational Preparation in Hospitality and Recreation. Benaree Wiley, Robert Tobin, et al. A teacher's guide/student materials designed to provide students with skills specific to obtaining employment in the field of hospitality and recreation (lodging services, travel services, recreation, sports, entertainment, and cultural services). It is designed to prepare students for immediate employment in a hospitality and recreation industry and to provide a foundation for continuing education in the field. The project represents one of several curriculum efforts in occupational education known as "cluster" projects because they are organized in groups of related occupations. (Another curriculum, entitled Career Exploration in Hospitality and Recreation, is intended to precede occupational preparation activities and develops student career decision-making skills within the context of the hospitality and recreation field.) Activities, materials, information sheets, worksheet forms, etc. are presented. (1976)

Marketing and Distribution Career Curriculum. A series of sixteen curriculum units, each including a Teacher's Guide and Student Materials, dealing with career exploration. Curriculum is aimed primarily at pre-vocational students. Unit titles include Career Decision-Making, Impact of Work on Lifestyle, Self-Assessment and Occupational Analysis, Role of Marketing and Distribution in the Economy, and Community Exploration Projects. (Conference copy was obtained through the Illinois Office of Education, State Board of Education.) (1975)

CORNELL INSTITUTE FOR RESEARCH AND DEVELOPMENT IN OCCUPATIONAL EDUCATION, DEPARTMENT OF EDUCATION, CORNELL UNIVERSITY. Ithaca, New York 14850

A Guide for the Field Trip Technique in Career Education. LaVerna M. Fadale. A guide and checklist of questions to be used in planning a field trip in career education. The planning stage, implementation, follow-up and evaluation are discussed. (n.d.)

Career Education Concept Inventory. LaVerna M. Fadale, John Wilcox, and Gene M. Winter. An instrument for local in-service education coordinators to use in evaluation of career education in-service training programs for measuring understandings and attitudes held by professional education personnel. The CECI can also be used in a pre and post test design for measuring individual or group change. In addition to presenting the instrument. directions for administration of the inventory, scoring, and a summary of the data analysis are presented. (n.d.)

Planning Ahead for Career Choice. Dorothy J. Jackson. A career decision-making mini-course designed for use at the senior high school level. The model and mini-course provide a strategy and curricular materials to aid 10th, 11th, and 12th grade students in making career choices. Resources, activities worksheets, questionnaires, etc. are presented. (1976)

COUNSELOR FILMS, INC. 2100 Locust Street, Philadelphia, Pennsylvania 19103.

A World of Difference (1975-76 Catalog). Catalog describing films and filmstrips available (elementary grades through professional education). Subject areas include Social Studies; Science; Career Education, Guidance, Vocational Education; Sports and Physical Education; Consumer Education; Vandalism; and Classroom Crisis Control. Films available by individual titles and in packages. Examples are listed below. (1975-76)

How a Career Develops. A 20-minute sound filmstrip which overviews the continuous, life-long process called career development. The filmstrip highlights the principal stages and tasks of career development and includes dialogue from people about how their particular career developed. Individual, interests, and abilities are stressed. Appropriate for secondary and post-secondary use. (Also available in film.)

The World of Work. A filmstrip which visually divides the work world into ten major categories and shows selected occupations in each category. The filmstrip encourages students to examine all possibilities, suggests how to go about doing it, and urges them to consider both the satisfaction people derive from work and the relationship between their own talent, interests and values and the requirements of major career fields. Appropriate for secondary and post-secondary use. (Also available in film.)

Is a Career in the Restaurant Business for You? Filmstrip which considers careers in restaurants from luxurious nightclubs to hot dog stands and covers food purchasing, food preparation, serving, dishwashing, and management. Also explored are other types of feeding such as institutional plant feeding, cafeterias, schools, etc. (Also available in film.)

Is a Career in the Health Fields for You? Filmstrip looking at the nature of work and the working conditions in a variety of health occupations from dentistry to radiology. Also examined is the range of careers in patient care and in supporting services from housekeeping and administration to equipment maintenance. (Also available in film.)

CURRICULUM INNOVATIONS, INC. 501 Lake Forest Avenue, Highwood, Illinois 60040.

Career World. A magazine in career education written for high school students distributed monthly during the school year. Each issue highlights careers in a specific area including information on types of jobs, where they are, profiles of persons in the field, training and experience needed,etc. In addition, briefs or activities are presented dealing with other jobs, employability skills, and interests. The teacher's edition offers lesson ideas, exercises, and additional resources.

DEPARTMENT OF DEFENSE, HEADQUARTERS UNITED STATES MILITARY ENLISTMENT PROCESSING COMMAND. Fort Sheridan, Illinois 60037.

Military Career Awareness Course for Educators (MILCACE) Text and Handbook. A two-volume military awareness course for use at the university and college graduate level. The designated audience includes counselors and related guidance personnel desiring to increase their awareness and knowledge of opportunities in the military service. The materials cover military history and mission, occupational requirements, recruiting and testing, pay and benefits, educational opportunities, basic training and career progression, etc. The Handbook serves as an instructor's guide.

Armed Services Vocational Aptitude Battery (ASVAB). A program used by the Armed Forces for recruiting purposes and by school counselors for vocational guidance counseling. The aptitude battery (Form 5) provides a set of measures of a student's ability to use and manipulate abstract and symbolic relationships (words, quantities, and spatial patterns). Counselor's manual also available. (1976)

DEPARTMENT OF THE ARMY, HEADQUARTERS UNITED STATES ARMY RECRUITING COMMAND. Fort Sheridan, Illinois 60037.

U.S. Army Career and Education Information Center. An "Educator Package" intended to help the Army provide career development information to counselors, youth, and career educators. The career guidance reference tool lists a wide range of vocational and educational career development opportunities in the U.S. Army. The package is illustrated with on-the-

job photographs and has a Career Description section. The guide is published in two sections: one for counselor use and one for student use. These volumes are accompanied by an audio-visual supplement that contains twelve 35mm sound filmstrips based upon on-the-spot interviews with Army enlistees. (1975)

DES MOINES INDEPENDENT COMMUNITY SCHOOL DISTRICT. 1800 Grand Avenue, Des Moines, Iowa 50307.

Fifth Report of the General Advisory Committee for Career Education. An evaluative report concerning the relevancy of vocational/technical instruction to Career Education in the Des Moines School system, including findings and recommendations. (1976) (Postage - $.15)

Interim Report of the General Advisory Committee for Career Education with Recommendations on Vocational Education for Des Moines Schools. An evaluative report on the vocational programs in the Des Moines Schools. (1974) (Postage - $.15)

Organization and Function of Advisory Committees in Career and Vocational Education. A brochure intended as a guideline for educators, employers, employees and parents to enable them to understand better the function and use of Career and Vocational-Technical Education Advisory Committees operating in Des Moines Schools. (1975) (Postage - $.15)

Junior High Career Education Handbooks For: Public Service, Hospitality and Recreation, Fine Arts and Humanities, Marketing and Distribution, Business and Office, Environment, Health, Communication and Media, Consumer and Homemaking Education. Workbooks providing objectives and suggestions for teaching in these career areas. The material may be used as a single unit or integrated into the curriculum. Broad concepts are presented with specific learning activities in each area. Classroom teachers may modify and adapt the materials to their own specific situations. These booklets expose students to specific occupations. They include self-testing, questions and answers, exercises, and sources of further information. (1973-1976) (Postage - $.15 - $.25)

Elementary Career Education Handbook. A handbook designed to assist principals and teachers in planning and implementing career education in their schools. It contains models, charts and graphs, illustrations, games and activities, objectives, questions and answers, lesson plans, bulletin board ideas, etc. (1974) (Postage - $.25)

Guidelines for Establishing Junior and Senior High Career Information Centers. A guidebook to give the general overview of the goals, function, and operation of a Career Information Center. Guidelines are also given for use in establishing and operating such centers. An appendix of suggested resources is included. (1973)

Employability Skills Handbook - Senior High. Designed to provide the student with basic knowledge of necessary skills required in career placement including personal evaluation; career selection; locating, securing and holding a job; and writing job resumes. (1975) (Postage - $.15)

Vocational Youth Organizations Brochure. A brochure presenting the five vocational youth organizations in the Des Moines Public Schools (DECA, FFA, FHA, OEA, and VICA). (Postage - $.10)

DUKANE CORPORATION, AUDIO VISUAL DIVISION. 2900 Dukane Drive, St. Charles, Illinois 60174.

Educational Sound Filmstrip Directory (10th Edition). A listing of more than 30,000 sound filmstrips by subject, with ordering information. The listings are based on the most recent information furnished to Dukane. (1975-76)

Assorted Brochures. Describes various audio visual equipment available through Dukane including cartridge cassette viewer units, cassett recorder/pulser, automatic filmstrip projectors, filmstrip/slide projectors and self-contained viewers.

EDITS. P.O. Box 7234, San Diego, California 92107.

California Occupational Preference System (COPS). A system designed to assist students in career exploration. Inventories provide job activity interest scores based on occupational clusters. Each occupational

cluster is keyed to curriculum choice and major sources of detailed job information including the Career Information Briefs, COPSystem Kit, Dictionary of Occupational Titles, VIEW, and the Occupational Outlook Handbook. The program features on-site scoring and the use of one instrument for vocationally oriented and college oriented students. Students' occupational interests can be measured by the California Occupational Preference System Inventory (COPSystem 1) or the Intermediate Inventory (COPSystem 11). Items provide a broad overview of the work world. A one-hour ability battery, the Career Ability Placement Survey (CAPS), is also available which is keyed to the COPSystem Occupational Clusters. (1975) (Specimen set - $3.25)

EDUCATIONAL MEDIA CORPORATION. P.O. Box 847, Madison, Wisconsin 53701.

Career Exploration Games. James L. Lee. A series of four games designed to help students learn about careers and career decision-making. These career exploration strategies are for small group and classroom use for persons junior high age and up, dependent upon their current knowledge of occupations. Game titles are "In Ten Years, I'll Bet That . . ."; "Score Four"; "Career Task Force"; and "Explore for More." Game formats include a television game show format and solving a situation through occupational skills (based on the television series "Mission Impossible.") (n.d.) (Four game package - $10.00)

Occupational Orientation Grid. James L. Lee. A self-administered and scored questionnaire which yields a task orientation score and a people orientation score. These are then translated on an occupational orientation grid with relationships between the grid positions and the world of work provided. Designed for high school and junior college ages. (n.d.) (Pad of 50 sheets - $3.50)

Occupational Title Search. James L. Lee. Four puzzles consisting of blocks of letters which contain the titles of a variety of occupations. Puzzles are keyed on four of the major areas in the Occupational Outlook Handbook. Designed for upper elementary through high school. (n.d.) (Pad of 50 sheets - $3.50)

Occupational Word Games. James L. Lee. An adaptation of two pastime activities - Word Scrambles and Word Matching. Designed for upper elementary. (n.d.) (Pad of 50 sheets - $3.50)

Career Decision Making. John D. Krumboltz and Don L. Sorenson. A 16mm color film designed to help students learn how to make decisions. A group of students is shown going through group sessions related to career decision-making. The process is explored and practiced with the guidance of a counselor, portrayed by Dr. Krumboltz. (n.d.) (3 day rental - $30.00; purchase - $365.00)

'77 Catalog. A catalog describing the various counseling materials and media available through Educational Media. Included are posters, films, books, and games. (1977)

EDUCATIONAL RESOURCES INFORMATION CENTER/CLEARINGHOUSE ON RURAL EDUCATION AND SMALL SCHOOLS (ERIC/CRESS). Box 3AP, New Mexico State University, Las Cruces, New Mexico 88003.

ERIC/CRESS (Brochure). A brochure explaining many of the services/resources available through ERIC/CRESS, part of the ERIC network including acquiring, abstracting, indexing, and disseminating documents related to all aspects of American Indian Education, Mexican American Education, Migrant Education, Outdoor Education, Rural Education, and Small Schools. Resources available include research reports, newsletters, bibliographies, curriculum guides, books, speeches, and workshops.

ERIC/CRESS Publications and New Publications from ERIC/CRESS. Publication lists presenting various materials available through ERIC/CRESS. Information includes title, authors, price, and a description of the resource.

CRESS/CROSS. Annual Newsletter (January 1977). A newsletter containing selected articles on aspects of education, abstracts of publications, summaries of conferences/meetings, etc.

EDUCATIONAL SENSORY PROGRAMMING. 1201 East Johnson, P.O. Drawer 5037, Jonesboro, Arkansas 72401.

1977-78 Catalog of Cassette Programs and Liquid Duplicator Books. A catalog of learning programs for grades one through adult, dealing with language arts, social studies, mathematics, science, occupations, and music. (1977-78)

Word Processing. A brochure describing a learning program designed to help develop work processing skills, especially dictation and transcription skills. Packages include tapes, worksheets, forms, and sample materials.

EDUCATION COMMISSION OF THE STATES. 300 Lincoln Tower, 1860 Lincoln Street, Denver, Colorado 80203.

The National Assessment of Educational Progress. A booklet summarizing the National Assessment of Educational Progress, a project of the Education Commission of the States. The primary purpose of the project is to gather information regarding the degree to which educational goals are being met nationally so that problem areas can be identified, priorities established, and progress determined. (1975)

EDUCATIONAL PRODUCTS INFORMATION EXCHANGE INSTITUTE (EPIE). 463 West Street, New York, New York 10014.

EPIE Career Education S*E*T* (Selection and Evaluation Tools). A two volume guide for the selection and evaluation of career education instructional materials. Volume 1,"How to Select and Evaluate Career Education Instructional Materials,"explains how to detect sexist and racist content in the materials being offered for sale to schools and what strategies can be applied for countering the effects of these phenomena in the classroom. Another chapter tells how to measure the depth of the career aspects within the instructional design of the materials being considered (e.g., goals and objectives, scope and sequence of content, methods/activities, and provisions for student evaluation). Also offered is a means by which teachers can determine their school's position on career education. A final chapter describes the evaluation procedures. Volume 2 contains detailed listings of more than 800 instructional materials, both commercially and locally developed. Materials are listed by grade level within media categories. Appendixes include a special index of developers of career education materials, an index of all materials listed in ascending grade-level order, a list of the career education coordinators from each of the 50 States, and a list of works under development. (1975)

EMMA WILLARD TASK FORCE ON EDUCATION, THE. UNIVERSITY OF MINNESOTA. 1813 University Avenue, S.E., P.O. Box 14229, Minneapolis, Minnesota 55414.

Sexism in Education. A collection of information and tools (essays, exercises, and activities) which can be used in the classroom. These materials, along with a multitude of additional books and resources, are designed to raise consciousness and teach about sexism. (1973) (Individual rates over-the-counter - $3.50; mailed - $4.00; Institutional rates - $6.00)

FEARON PUBLISHERS, INC. 6 Davis Drive, Belmont, California 94002.

76/77 Catalog. A catalog of basic skills materials written at a low reading level but in a mature style. Topics include Driver Education, Special Education, Language Arts, Social Science, Mathematics/Science, Music, Career/Guidance, Learning Disabilities, and Early Childhood Education. (1976-77)

The Job Box (Pacemaker Vocational Resource Module). Vocational reference source for junior high and senior high school special need students. Descriptions of 70 practical vocations are given, grouped into 7 major clusters. (Materials are written at a 2.7 reading level). (1974) (List - $66.00; School - $49.50)

Pacemaker Vocational Readers Brochure. Describes the ten Pacemaker Vocational Readers designed for junior and senior high school students with severe reading disabilities. The Readers provide an access to learning about career opportunities in occupations that require little or no reading skill. Multiple copies of each title permit several students to read the same material at the same time. Tape cassettes of the complete text of each of the 64-page books allow students to follow along in silent reading promoting both speed and comprehension skills. (1976) (Prices vary according to purchase)

FINNEY COMPANY. 3350 Gorham Avenue, Minneapolis, Minnesota 55426.

Learning About Careers (Books I & II). Textbooks/workbooks that introduce students to specific jobs and to the occupational clusters recognized by the U.S. Office of Education. The student is not directed to one particular job, but rather to several of the many options available. Each book contains ten job descriptions from ten clusters. (1974) ($1.50 each)

Planning My Career. Vincent Capozziello, Jr. Workbook which guides the student through a process of assessing abilities, studying various careers, and planning educational needs. Students consider their personal qualities, research three occupations in depth, and evaluate how well their junior high, senior high, and postsecondary educational plans meet their career goals. (1976) ($1.50 each)

Finding Your Job Workbook. Workbook designed to be used in conjunction with the Finding Your Job series of monographs and is intended to help students with limited comprehension become productive members of their communities. The lessons include information and exercises about applying for a social security number, filling out a job application form, determining money needed before starting a job, wages, overtime pay, income taxes, and payroll deductions. (1975) ($1.50 per copy)

Help Yourself To A Job (Parts I, II, and III). Yvette Dogin. Three workbooks written for students in junior and senior high school. They are designed to be especially valuable for use in special classes by slow learners, students with special learning and behavioral problems, and the educable mentally retarded as well as for students in regular classes.

HELP YOURSELF TO A JOB, Part 1 covers specific aspects of finding and keeping a job. Some of the lessons are "A Look into the Yellow Pages," "Labor Laws," "Preparing for an Interview," "Steps that Lead to a Job," "Qualities you Bring to Your Job," and "A Newspaper Lists Jobs." This workbook includes lessons on the procedure for preparing an application form and a study of vocabulary words found on typical application forms. (1974) ($1.50)

HELP YOURSELF TO A JOB, Part II includes a lesson about different types of workers: skilled, semi-skilled, and unskilled. Other lessons include "How You Earn Your Pay," "Salary Deductions," "Fringe Benefits," "Social Security and You," and "Labor or Trade Unions." (1976) ($1.50)

HELP YOURSELF TO A JOB, Part III explains employer-employee relationships. Other lessons include "Private Employment Agencies," "Skills Needed for Different Jobs," "Service Jobs--Meeting the Public," "Products Made by Workers in Industries," "Medicare," "Pension Plans," and "Income Taxes." The book also includes a lesson on completing a job application form. (1976) ($1.50)

Your Money--Going or Growing. Bernard Schneider. An illustrated workboo which presents consumer information practical and beneficial to students of all abilities and aspirations. The lessons are presented in a simple manner with a reading level especially appropriate for students in special classes, including students with special learning and behavioral problems and the educable mentally retarted students. The book focuses on everyday consumer problems and situations. The lessons include information and exercises about borrowing money, buying with cash or credit, bank services, insurance, etc. (1974) ($1.50 per copy)

It's Easy To Be Liked. Anne V. McGravie. A workbook which deals with personalities, habits, and manners as well as physical characteristics and grooming. The textbook/workbook provides opportunities for self-analysis and helps build the reader's self-confidence. Appropriate for average and good readers in the intermediate elementary grades as well as older students in special education classes studying about social behavior appropriate for the world of work. (1974) ($1.50)

Lots of Things (Books I & II). Yvette Dogin. Workbooks designed to be used for reading supplement and vocabulary development with early elementary school grades, intermediate grade students in remedial readings, and junior and senior high students in special education. The workbooks provide activities involving a broad range of subjects that relate to everyday living. The "Things to Do" exercises encourage thinking and reasoning, while developing reading comprehension. Phonics and spelling are stressed as important steps in reading and vocabulary development. (1971-72) ($1.50 each)

1976-1977 Career Education Materials Catalog. Catalog of materials available from the Finney Company. Includes ordering information and prices. (1976-77)

Finding Your Job. The Finding Your Job series of 360 monographs presents information for the mentally handicapped, the slow learners, and the students with learning problems to help them prepare for specific jobs within their capabilities. Although written for special classes, these monographs also can be useful for people who do not wish to continue their education and training beyond high school, and for individuals who are reentering the work force. The 360 illustrated job descriptions are packed in 6 units. Each unit consists of 5 volumes with 12 monographs per volume, for a total of 60 monographs per unit. You may order one or more of the six units. (Revised periodically) (One unit - $26.50; Two units - $53.00; Three units - $79.50; Four units - $106.00; Five units - $132.50; Six units - $159.00)

GLENCOE PRESS (A division of BENZIGER BRUCE & GLENCOE, INC.)
17337 Ventura Boulevard, Encino, California 91316

The Struggle for Significance. John H. Brennecke and Robert G. Amick. A textbook dedicated to a humanistic approach to the study of human behavior. One of the stated goals of the book is to give the individual student and casual reader an idea of the importance of life and of living it fully. Other goals stress the belief that caring people are still around and that everyone adds to our lives and insights. While the test is aimed at students enrolled in personality and adjustment psychology courses it is currently used in university level guidance courses. Resources for additional information are included. A teacher's manual offers objectives, class activities, written exercises and term projects, evaluative resources, and audiovisual resources. (1975)

Significance: The Struggle We Share. John H. Brennecke and Robert G. Amick. A book of readings following the same themes as The Struggle for Significance. (1975)

GUIDANCE ASSOCIATES (A SUBSIDIARY OF HARCOURT BRACE JOVANICH, INC.) 757 Third Avenue, New York, New York 10017

A series of career guidance filmstrips designed to give direction to the career search. Programs available include the following:

Making the Most of Your Talents
Careers and Lifestyles (2 Parts)
High School as Tryout
Jobs for High School Students
Different Ways to Go to College
The College Orientation Series
College? It's Up to You
What to Expect at College
Which College for You?
The People Profession: Careers in Home Economics
Jobs for You: It's Happening in Home Economics
Career Values: What Really Matters to You?

Materials relevant to students about to enter the world of work include:

Labor Unions: What You Should Know
Job Hunting: Where to Begin
You and Your Job Interview
The Paycheck Puzzle
Women at Work: Choice and Challenge
Work/Working/Worker
What You Should Know Before You Go To Work
Jobs Attitudes Series
A Job That Goes Someplace
Liking Your Job and Your Life
On the Job: Four Trainees
Trouble At Work
Why Work At All
Jobs and Gender

Each program includes a Discussion Guide, Filmstrip and cassette for group or individual showing. (1974)

HOFFMAN EDUCATIONAL SYSTEMS. 4423 Arden Drive, El Monte, California 91731

Career Information System. A system designed to assist students in career awareness, exploration, and planning. The student initially completes a detailed interest inventory questionnaire that is designed to help them better understand their own desires. Career filmstrips are then chosen and viewed by the students. 300 filmstrip/tape career titles in English and 100 selected titles in Bilingual English/Spanish are available. Each answers the six basic USOE questions regarding a career in 2 to 3 minutes (What is the occupation about?; What does the person do?; working environment?; education and training?; job prospects?; and salary ranges?) A series of worksheets

are then used to help explore specific career interests. A reference guide contains student interest inventories, career development worksheets, a job related skills index, USOE cluster index, and a job related skills inventory. Included are sources for obtaining information on specific career titles. (n.d.)

ILLINOIS OFFICE OF EDUCATION, STATE BOARD OF EDUCATION. 100 North First Street, Springfield, Illinois 62777

A Handbook for the Preparation of Educational Personnel in Career Education. Edward J. McCormack, Linda J. Pool, David V. Tiedeman. A handbook designed to assist persons in higher education prepare educational personnel in career education through pre-service and in-service training. It contains a model, resources, and evaluations of courses. (1976)

Locally Based Career Education Infusion Model and Final Report. Carol Sanders, Diane Blair, Janet Meier, Cary Estrem. This project attempted to create a district wide awareness of the need for infiltrating Career Guidance concepts in the regular school program. Representatives from elementary, middle school, and secondary levels as well as counselors and administrators participated in a week long workshop. A district plan, an attendance center plan, and some individual plans were formulated at the conclusion of the workshop. The booklets describe the workshops and the results. (1976)

P.O.P. Kits (Pre-Service Occupational Program). A series of competency-based materials which can be used in occupational teacher education programs. The 36 instructional packages, called P.O.P. Kits, can be used partially or in their entirety in existing programs and courses. Many kits are also suitable for in-service programs for practicing teachers. Titles available include Federal Legislation and State Plan, Establishing Student Vocational Organizations, Integrating Activities into the Instructional Program, Planning School and Community Relations, Follow-Up, Placement, and Student Performance Objectives. (n.d.)

INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY. 1885 Neil Avenue, 112 Townshend Hall, Columbus, Ohio 43210

Career Education in Ohio - Resource Materials for Career Development Programs. A brochure/catalog describing the career education resources made available through the

cooperative efforts of the Ohio Department of Education, Division of Vocational Education and teachers, coordinators and directors from local career education programs. Curriculum guides, supplements, career orientation series, and films are described. (n.d.)

INSTRUCTIONAL MATERIALS LABORATORY, UNIVERSITY OF MISSOURI-COLUMBIA. 10 Industrial Education Building, Columbia, Missouri 65201.

Job Application and Interview. Richard C. Lacy and Ok D. Park. A publication written to assist the instructor in the area of career education. Nine instructional units are presented: 1) Why Work?; 2) Career Opportunities; 3) Occupational Information; 4) Self-Evaluation; 5) Letter of Application and Application Blank; 6) Job Interview, Tests, and Forms; 7) Money Management; 8) Job Success Factors; and 9) Job Promotion and Advancement. The materials were primarily written for Business and Office Education, however it is suggested that the materials are readily adaptable to the other vocational areas: Agricultural Education, Distributive Education, Home Ecomonics Education, and Industrial Education. The materials are presented as being self-contained, however supplementary resource materials are listed. Materials include objectives, activities, handouts, evaluation, transparency masters, etc. (1975)

Careers in Agriculture. Robert B. Carlile. A student resource unit developed for teaching career education materials to high school students. The first part of the book deals with the problem areas of the importance of choosing a career, personal qualities for work, occupational requirements and sources of information, the agricultural world of work, and choosing a career in agriculture. The second part contains selected agricultural occupation briefs dealing with agricultural production, supplies, mechanics, products, horticulture, resources, forestry, and other areas. D.O.T. titles and code numbers are also given. (1976)

Exploring Careers in Business. Richard C. Lacy. A curriculum guide for Business and Office Education for exploration of careers in business occupations. The publication is divided into five units: Importance of Choosing A Career, Personal Qualities for the World of Work, Occupational Requirements and Sources of Information, The World of Work in Business, and Developing a Career Plan. The materials were designed to be self-contained, however, supplementary resources materials are listed. Objectives,

activities, handouts, evaluation materials, and transparency masters are included. (1974)

Career Education Curriculum Project. Materials resulting from project are designed to aid the infusion of career education into curriculum and consist of two major components:

Career Education Methods and Process (Level K-6 and Level 7-12). Norman C. Gysbers, Earl J. Moore, et al. Two guides (one for K-6 and one for 7-12) which resulted from the Career Education Curriculum Project. The design of the two guides is basically the same--the first section provides a perspective of Career Education, the second section contains detailed steps for learning to use methods and processes necessary for the implementation of module activities, and the third section introduces the participating staff members. Methods and process outlines in the K-6 guide deal with creating a facilitative classroom climate, infusing values clarification, classroom discussion groups, role playing, and world of work exploration (interviewing, field trips, classroom visits by resource persons, and pupil planned presentations.) The 7-12 guide includes discussion of creating a facilitative school and classroom climate individual advisory systems, activity hour, discipline and conflict (using them to your advantage), values education, working with groups, classroom discussion groups, brainstorming and consensus formation, role playing, use of fantasy, and world of work exploration. (1974)

Teaching Modules. Ten teaching modules for use at the elementary level and ten for use at the secondary level dealing with various facets of career education. The modules are packaged according to four levels: K-3, 4-6, 7-9, and 10-12. They provide developmental learning activities based on the career education model described in the first section of the Methods and Processes guide. Activities deal with many topics including understanding oneself, role definition, personal development, relating to one's interests, making plans, relationships with others, and working.

INTERSTATE PRINTERS AND PUBLISHERS, INC., THE. Danville, Illinois 61832.

You and Your Job Series. Patricia Mink Rath, Ralph E. Mason, and Lloyd J. Phipps. A series of three guides each consisting of a set of 6" X 4" cards with questions on the front and answers on the backs of the cards, together with an instruction pamphlet, packaged in a folder packet. The questions are designed to aid students in learning the knowledges, skills, and attitudes necessary in the world of work with only a little help from the teacher. The three guides are--

Applying for a Job (A Self-Study Guide for Students). Designed to help the student 1) learn about fundamentals in applying for a job, 2) to check his/her knowledge of job application procedures before starting employment, 3) to review between job interviews, 4) to study before an exam or job interview, or 5) to use the materials as a learning game with other students. (1968) ($4.95, less educational discount)

Succeeding on the Job (A Self-Study Guide for Students). Designed to help the student learn about himself/herself in relation to skills, knowledge, and attitudes necessary for working successfully. (1970) ($4.95, less educational discount)

Supervising on the Job (A Self-Study Guide for Students). Materials covering the fundamentals employers consider basic to effective job supervision. Designed to help the student learn about skills, knowledge, and attitudes necessary for successful supervision. (1971) ($4.95, less educational discount)

Career Choice and Career Preparation. William John Schill and Harold Edwin Nichols. A self-testing booklet for high school students. The booklet is designed to answer questions about occupations and educational programs through a progressive question and answer activity. (The selected answer directs the student to the page containing the desired information.) Occupational information includes job descriptions, employment outlooks, salaries, sources of additional information, etc. (1970) ($5.95; two or more - $4.76 each)

Yellow Pages of Careers: How to Find the Careers for You. Harold E. Nichols and William John Schill. A booklet used in self-evaluation. The "testee" identifies career areas which relate to his/her interests through worksheet exercises.

These related careers are described in detail in the workbook with specific references made to appropriate advertisers (by title) in the "Yellow Pages" in the telephone directory. Students list possible employers based upon this search and then proceed to complete a self-inventory chart. The workbook also contains information on self-appraisal, resumes, letters of application, and job interviews.

Essential Aspects of Career Planning and Development. J. C. Atherton and Anthony Mumphrey. A book designed to assist in the preparation for employment and the exploration of the world of work, presenting the guidelines of career planning and development. Attention is given to those personal and social competencies needed by persons entering the field of employment. A statement and explanation of the bases upon which to establish job security and how to increase in job competency is also provided. The importance of continuing education program is also emphasized and related to moving up the "ladder of success." (1977) ($9.75; two or more - $7.80 each)

Books for Guidance Counselors (Brochure). Brochure describing the various materials available through The Interstate Publishers. In addition to items dealing with career education, materials are listed for parents of children with learning disabilities, for students on how to study, and for students going on to college.

JACOBSON, THOMAS, PH.D. 5945 Highgate Court, La Mesa, California 92041

Career Center Filmstrips. Thomas Jacobson, Ph.D. Two 35 mm color filmstrips (with cassettes) present the steps involved in the planning, development, organization, and operation of Junior and Senior High School Career Centers. Discussion includes a rationale, steps for establishing centers, sample floor plans, suggestions on organization, operation, and staffing. Filmstrips can be used with counselors, teachers, paraprofessionals, parent groups, and administrators. (Junior High School Career Center Filmstrip - $25.00; Senior High School Career Center Filmstrip - $25.00; both filmstrips - $40.00)

JOINT COUNCIL ON ECONOMIC EDUCATION. 1212 Avenue of the Americas, New York, New York 10036

Joint Council on Economic Education. Brochure explaining the role of the council in helping establish meaningful

education programs, conducting teacher workshops, preparing instructional materials, serving as a clearing house, etc. (n.d.)

Checklist. Publications list describing the books, films, resources, curriculum, and games available through the Council for use in elementary to college level programs dealing with economics. (1976)

JULIAN MESSNER (A DIVISION OF SIMON & SCHUSTER, INC.) 1 West 39th Street, New York, New York 10018

Books for Career Education and Personal Counseling. A listing of the Messner books for career education, career exploration, career planning, and personal counseling. (1976)

A series of books on specific careers discuss the varied occupations available in the content area, what further education or training may be needed for the occupations, and how to get a job. Included are the following titles:

Careers in the Earth Sciences. Reed Millard and the editors of Science Book Associates. (1975) ($6.29)

Careers in Environmental Protection. Reed Millard and editors of Science Book Associates. (1975) ($5.79)

Your Career in Law Enforcement. Robert A. Liston (1975) ($5.29)

Careers in Consumer Protection. Sterling McLeod and editors of Science Book Associates. (1974) ($6.25)

Career Choices in Psychology. Sarah Splaver. (1976) ($6.64)

Careers in Elective Government. Robert V. Doyle. (1976) ($6.64)

Your Career in Interior Design. Robert V. Doyle. (1975) ($6.29)

Your Career in Parks and Recreation. Virginia McCall and Joseph R. McCall. (1976) ($6.29)

Challenging Careers in Urban Affairs. Sterling McLeod and editors of Science Book Associates. (1976) ($7.29)

Careers in Horticultural Sciences. Dorothy Dowdell and Joseph Dowdell. (1975) ($6.29)

Careers in the Health Field. Essie E. Lee. (1974) ($5.29)

Your Career in Teaching. Dorothy Dowdell and Joseph Dowdell. (1975) ($5.79)

General books which discuss job possibilities and opportunities and present non-traditional ways to pursue employment include the following:

Non-traditional Career for Women. Sarah Splaver. (1975) ($5.79)

Your Career If You're Not Going to College. Sarah Splaver. (1975) ($5.79)

On the Job Training and Where to Get It. Robert A. Liston. (1976) ($7.29)

Non-traditional College Routes to Careers. Sarah Splaver. (1975) ($6.29)

KING FEATURES, EDUCATION DIVISION, SPECIAL SERVICES. 235 East 45TH Street, New York, New York 10017.

Comics Career Awareness Program. A self-contained classroom unit which provides information on the fifteen career clusters outlined by the U.S. Office of Education. The complete kit includes 75 comics (5 copies each of 15 different titles), 2 student involvement posters, a Career Awareness Bingo Game, a teacher's guide and a display/storage rack. (n.d.) ($52.50)

People At Work Library. An audio-visual approach to the world of work for high school students. The following subject areas are explored: The Comic Book, The Filmstrip, The Newspaper, The Bakery, Toys and Dolls, and Bubble Gum. Each Subject area is incorporated into a "King Kase" Library Storage Unit. Components for each subject area include 10 study manuals, a teacher's guide, a filmstrip and a cassette. There are six such "King Kases" within the program. (n.d.) ($189.50)

People At Work Kit. An audio-visual approach to the world of work for elementary school students. The following subject areas are explored: The Comic Book, The Filmstrip, and The Newspaper. Component parts included within each subject area are: one filmstrip, one cassette, three descriptive charts, one teacher's guide, and one study manual. (n.d.) ($62.50)

"Real World" Newspaper. A 16-page, career oriented tabloid newspaper designed to give junior and senior high school students an informative and objective look at job alternatives available to them after high school. A one-year subscription to "Real World" includes 30 copies of the current issue of the newspaper plus one teacher's guide per month for nine months. (n.d.) ($135.00)

LEARNING CONCEPTS. 2501 North Lamar, Austin, Texas 78705.

Learning Concepts (Catalog). A catalog describing various assessment and evaluation programs available through the publisher. Materials include Comprehensive Career Assessment Scales; Primary Self-Concept Inventory; School Accountability Series; Planning, Conducting, and Evaluating Workshops; language inventories; auditory comprehension tests; pre-school tests; counseling Mexican American youth; and school attitudes tests. (n.d.)

Comprehensive Career Assessment Scales. Stephen L. Jackson and Peggy M. Goulding. A program designed for career assessment. Two student versions are available (Grades 3-7 and Grades 8-12+) and can be used as needs assessment and curriculum planning tools at program, classroom, small group, and individual levels and as a pre- and post-testing instrument in evaluating career education programs. The tests measure student and teacher interest and familiarity with 75 occupations in the career clusters identified by the U.S. Office of Education. Responses are recorded and plotted on a Career Interest and Familiarity Profile. Administration time is 15 - 30 minutes. (n.d.) (Specimen sets for Grades 3-7, 8-12, and Teacher's Scale available - $10.00 each)

McGRAW-HILL BOOK COMPANY. Manchester Road, Manchester, Missouri 63011

AV Instruction - Technology, Media, and Methods. James W. Brown, Richard B. Lewis, and Fred F. Harcleroad. A textbook presenting an overview of media used for instruction and communication, for in-service or pre-service use. The book may also be used for independent study or in business, industry, and government. Guide in media application includes the following subjects: Arts and Crafts; Business Education; English and Communication (Elementary, Secondary, Post-secondary); Physical Education; and Social Sciences (Elementary, Secondary, Post-secondary). (1977) ($15.95) (An instructor's manual is also available in addition to an accompanying manual of transparency masters.)

AV Instructional Technology Manual for Independent Study. James W. Brown and Richard B. Lewis. A manual to assist the teacher in learning to use instructional media, to evaluate them, and to learn to invent and construct educational materials. Contains individual lessons to be done independently. (1977) ($7.95)

Techniques for Producing Visual Instructional Media. Ed Minor and Harvey R. Frye. Text/reference book designed to serve as a basic resource for professional and non-professional producers of visual instructional media. The book utilizes a step-by-step approach aimed at both the person without art, graphic or photography skills and the professional seeking new solutions to visual media production problems. The nine sections deal with planning for visual media production, ideas and techniques, materials, illustrating techniques, coloring techniques, lettering techniques, mounting and laminating techniques, photography techniques, and references and resources. (1977)

MC KNIGHT PUBLISHING COMPANY. Bloomington, Illinois 61701

Succeeding in the World of Work. Grady Kimbrell and Ben S. Vineyard. Materials designed to help students develop abilities essential to every lifestyle and career including self-analysis; listening, speaking, and writing skills; organizing information; consumer awareness; human relations; job-getting skills; problem-solving; fact-finding; goal-setting; money management; and safety. Materials available include:

Succeeding in the World of Work Textbook. (1975) (List Price - $11.44; school price - $8.58)

Succeeding in the World of Work Activities Workbook. (1975) (List price - $3.44; school price - $2.58) Teacher's Guide included.

Strategies for Implementing Work Experience Programs (A professional planning guide). (1975) (List price - $26.60; school price - $19.95)

Career Decision-Making Program. Program which is centered on the concept that career guidance must be concerned with the whole person in the context of society and not solely with the occupational choice. The program consists of the Career Information System (CIS) and Exploring Career Deci-

sion-Making (ECDM). The CIS is a means of organizing, indexing, and filing career information resources. Materials include a Worker Trait Group Keysort Deck, filmstrips, activities booklet, Worker Trait Group Guide, School Subject-Occupational Index, and preprinted file cards. The ECDM consists of 15 career guidance units appropriate for a course or individual use. Units deal with career awareness, decision-making, work activities, occupational exploration, and career planning. A series of filmstrips and cassettes dealing with various aspects of career education accompany the total program. Titles include Decision-Making, Examining Your Interests, Social Influences, Creating a Career, and Self-Exploration. (1977) (Costs vary by program, units, filmstrips, etc.)

Career Education--New Approaches to Human Development. Larry J. Bailey and Ronald Stadt. An office reference or college text dealing with career education including the topics of the changing climate in education career development theory and research, the evolution of career education, and planning for career education. The content of the book includes individual and group philosophies, research, and recommendations. (1973) (List price - $12.95; school price - $10.36)

Exploring the Construction Industry (Brochure). A brochure presenting a teaching program offering a text, construction modules, filmstrips and cassettes, student activity workbook, and employment role playing cards. The program is designed to use equipment and supplies normally existing in the school shop. (n.d.)

Planning, Implementing, and Evaluating Career Preparation Programs. Dwight Davis and Joe Borgen. A loose-leaf notebook package designed to assist local leaders with the various activities vital to the effective planning, implementation, and evaluation of career preparation programs. The management package is composed of five sections. The first gives information for facilitating effective use of the manual. The other sections present detailed practical activities for conducting a manpower supply and demand survey, writing student performance objectives based on identifiable competencies, utilizing an occupational advisory committee, recruiting students, conducting a student follow-up survey, etc. Sample letters, forms, and survey instruments are also included. (1974) (List price - $46.00; school price - $34.50)

McKnight 1977 Catalog. Catalog describing the many materials available through the publisher. Materials deal with career education, vocational education, and establishing such programs. Descriptions of curriculums available are also presented including metalworking, woodworking, architecture, crafts, industrial arts, construction, and power and automotive. Professional resources are also presented.

MICRO-TOWER, ICD REHABILITATION AND RESEARCH CENTER, THE. 340 East 24TH Street, New York, New York 10010.

A descriptive brochure abc t the group vocational evaluation system called "Micro-tower." "Micro-tower" consists of a battery of thirteen work samples covering various major vocational skill areas. The administrator, in a week's time (complete testing takes 3-5 days), is supposed to have an overall picture of an individuals motor, perceptual, perceptual-motor, verbal, and numerical skills. (n.d.)

MINNESOTA, STATE OF., DEPARTMENT OF EDUCATION, DIVISION OF INSTRUCTION, PUPIL PERSONNEL SERVICES. Capitol Square Building, St. Paul, Minnesota 55101.

Classroom Guidance: An Introductory Approach to Humanistic Education. Materials included were developed out of workshop activity at the University of Minnesota. Topics include developmental tasks of middle childhood (ages 6-12) developmental tasks of the adolescent, developmental guidance experiences (definition, starting point, and payoffs). (1975) ($3.00)

Pupil Personnel Services Section Publications. A listing of publications on elementary school guidance and counseling, career education, and other guidance topics.

Project TECE (Teacher Education for Career Education) Module I - Orienting Prospective Teachers to Career Education. L. Sunny Hansen, Mary K. Klaurens, and W. Wesley Tennyson. A collection of teacher education modules for career education designed to help meet the need for teacher competency in career education at the elementary and secondary levels. The modules are primarily intended for pre-service use, however, may be appropriate for inservice or staff development programs. The three modules are Orienting Prospective Teachers in Career Education, Preparing Elementary Teachers for Career Education through Curriculum, and Preparing Secondary Teachers for Career Education through Curriculum. Resources, sample forms, lessons, handouts, etc. are included. (1973)

MINNESOTA, UNIVERSITY OF., (VOCATIONAL PSYCHOLOGY RESEARCH, DEPARTMENT OF PSYCHOLOGY). Elliott Hall, 75 East River Road, Minneapolis, Minnesota 55455.

Minnesota Importance Questionnaire - Occupational Reinforcer Pattern. A questionnaire to measure 20 vocational needs including ability utilization, achievement, independence, moral values, responsibility, and social status. (n.d.)

NEW HAMPSHIRE, STATE OF. DEPARTMENT OF EDUCATION. KEENE STATE COLLEGE. Keene, New Hampshire, 03431.

A Developmental Approach to Career Guidance, Counseling and Placement. A document developing the Career Guidance, Counseling and Placement component of Career Education in New Hampshire. The model was designed as a framework which would allow for the integration of career related activities into the secondary school curriculum. The guide is not intended to be a program itself, but rather the career activities listed in the model are intended to be integrated to meet the special needs of the educational setting in which they are employed. Attitudes and Values, Decision-Making and World of Work activities listed in the model are designed for use by counselors in career development programs or by teachers and counselors in secondary classroom units. The model emphasizes group approaches in involving counselors, teachers, and students in meaningful projects intended to enhance career planning and decision-making skills. (1975)

Educator's Handbook for Secondary Career Guidance Programs. Richard A. Gustafson, Josephine B. Hayslip, Philip Kimball, and Lynda Moore. A document in three-ring notebook format designed to aid the educator-counselor in formulating a workable career guidance program to be implemented at the local school district level. The materials focus on Needs Assessment, Program Organization and Management, Program Activities for Teachers and Counselors, Career Information Resource Centers, Community Resources, Counseling, Placement, Follow-Up, Evaluation of Career Guidance Programs, and New Developments. Included are definitions of terms, philosophies, and references. (1975)

NEW JERSEY STATE DEPARTMENT OF EDUCATION. 225 West State Street, Trenton, New Jersey 08625.

Making the Most of Your Advisory Committee. Gregory Buontempo and Michael Klavon. A booklet discussing various aspects of advisory committees. The topics covered include

1) Why Advisory Committees?; 2) Advisory Committees That Work Well; 3) Objectives of Advisory Committees Concerned with Overall Vocational Career Programming; 4) Objectives of Advisory Committees Concerned with Specific Vocational/Career Areas; 5) Finding Effective Members; 6) Finding an Effective Chairperson; 7) Steps in Insuring Effective Advisory Committees; and 8) Mistakes to Avoid. An assessment instrument and suggested readings are included. (1975)

Senior High Career Education Assessment Instruments Concerning Attitudes. Dr. Edward G. Haldeman. A pamphlet containing a summary analysis of the six following instruments: 1) "The California Life Goals Evaluation Schedules"; 2) "The Occupational Aspiration Scale"; 3) "Occupational Interests Self-Analysis Scale"; 4) "The Philosophies of Human Nature Scale"; 5) The Self-Directed Search"; and 6) "Vocational Preference Inventory." (n.d.)

Grades 7,8, and 9 Career Education Assessment Instruments Concerning Attitudes. Dr. William C. Bingham and Ms. Ginger Mark. A pamphlet containing a summary analysis of the following thirteen instruments: 1) A.P.U. Occupational Interests Guide: Intermediate Version (OIG); 2) Burke Inventory of Vocational Development; 3) California Life Goals Evaluation Schedule (CLGES); 4) California Occupational Preference Survey (COPS); 5) Career Development Inventory (CDI); 6) Career Maturity Inventory: Attitude Scale; 7) Evaluation Measures for Use with Neighborhood Youth Corps Enrollees; 8) Holland Vocational Preference Inventory (VPI); 9) JIM Scale (Junior Index of Motivation); 10) Minnesota Vocational Interest Inventory (MVII); 11) Ohio Vocational Interest Survey (OVIS); 12) Rating Scales of Vocational Values, Vocational Interests and Vocational Aptitudes (VIA); and 13) STS Youth Inventory Form G. (1974)

Career Development Through New Jersey Vocational-Technical Education Programs and Services. A pamphlet outlining the major programs and services established for pre-school through post-secondary and adult (both employment and/or continuing education). The programs deal with all subject areas (e.g., agriculture, business, home economics) along with job placement, work experience, and leadership development. (1974)

A Career Fair for Your School or District. William Waldeyer and Joseph Koury. A phamphlet outlining the organization and conduction of a career fair. Included is an eighteen week time line for planning and evaluation. (1975)

New Jersey's Career Development Model. A pamphlet outlining the career development model for pre-school through adult. The major programs sponsored by the Division of Vocational Education are presented. (1974)

Assessing Affective Outcomes in Career Education. William C. Bingham. The assessment of affective outcomes is examined. The author calls for a change in the evaluation of student performance and addresses the dimensions of motivation and self-esteem. Assessment activities are also suggested. (1975)

Placement: The Ultimate Test of a School's Commitment to Its Students. William Kaskow. A paper briefly explaining the job placement program. The history and objectives are reviewed and the author also addresses activities in a program, the role of the placement coordinator, school-industry cooperation, program initiation steps, and evaluations. (1972)

A Career Resource Center for Your School or District. The Committee for Career Resource Centers. A pamphlet defining and exploring career resource centers. The topics presented include the need for a center, the appearance of a center (includes two floor plans), objectives, activities, getting started, and evaluation. Materials staffing, resources, and a listing of established centers in New Jersey are also included. (1975)

Building Self-Esteem: A Necessary Process for Maximal Career Exploration. Marion E. Rampel and William C. Bingham. A paper which provides a rationale for the study of self-esteem. Some empirical data and some major results and implications are presented with an emphasis placed on sources of self-esteem. (1975)

Basic Principles of Technology for Children. Dr. Fred J. Dreves. A paper explaining the "Technology for Children" program - its objectives, curriculum, concepts, and reasons for success. The program is an organized approach to provide children with individualized experiential learning and opportunities to develop interests and self-awareness. The teachers integrate the traditional curriculum with technological, world of work activities, emphasizing the individual whole child. (1973)

A Self-Evaluation Tool for Technology for Children. Richard B. Harnack. A self-evaluation tool to determine whether the "Technology for Children" program is being implemented as prescribed and to measure the program's level of development. The instrument is designed for use by teachers, supervisors, principals, and other persons involved in the program. (1974)

NEW YORK, THE UNIVERSITY OF THE STATE OF. THE STATE EDUCATION DEPARTMENT BUREAU OF GUIDANCE. Albany, New York 12234.

Needs Assessment A Step In Program Planning. Publication for counselors, teachers, and parents who want to improve their local guidance program. First an overview is covered; second, the depth of such a commitment is discussed; and third, how-to-do procedures are presented. (1976)

OKLAHOMA STATE DEPARTMENT. VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. 1515 West Sixth Avenue, Stillwater, Oklahoma 74074.

Curriculum Materials Out-of-State Price List. A catalog of instructional units for Agriculture Education, Cooperative Education, Distributive Education, Guidance, Health Education, Home Economics Education, Trade and Industrial Education, Special Programs/Career Education, and Computer Services. Transparencies and slides are also available. Descriptions, prices, and ordering information is included. Examples of materials listed below. (1976)

K-12: A Guide for Developmental Vocational Guidance. A guide resulting from a two-week workshop to "point up the place of career development in public education (K-12); to recommend the effectiveness of career development as a means of motivation in subject matter areas; to present suggestions and materials for incorporating career development into classroom procedures; and to list sources of additional helps." Student needs, suggested activities, and instructional materials and resources for different classes and age levels are presented in the form of lesson plans and guides. (n.d.)

Elementary Dictionary of Occupational Titles. Manual containing the qualifications for over 250 occupations (entry level, skilled, technical, and professional) in the fifteen clusters defined by the U.S.O.E. It is designed for pupils in upper elementary grades (with reading level determined by the "Dale-Chall Readability Formula.") Occupations are described in terms of general description of duties, history and future, work environment, training and education, qualifications, and advantages and disadvantages. (1974) ($3.50)

Writing, Teaching & Supplementing a Unit of Instruction. Manual consisting of three units dealing with the fundamentals and procedures for writing, teaching, and supplementing a unit of instruction. Appropriate for preservice and/or in-service teacher education classes and workshops. (1975) ($2.25)

Career Exploration (Transportation Cluster Teacher Manual). A nine week curriculum module for career exploration. Units of instruction have been developed in the following areas: History, Land, Aerospace, Water Transportation, and Transportation in the Future. Materials are written for the seventh and eighth grade levels. Instructional materials including objectives, transparency masters, assignment sheets, tests, and references are presented. (1974) ($10.00)

Career Exploration (Construction Cluster Teacher Manual). A twelve week curriculum module for career exploration. Units of instruction have been developed in the following areas: Design, Land Development, and Fabrication and Installation (including forms, masonry, wood frame construction, electrical wiring and plumbing). Materials written for seventh or eighth grade levels. Instructional materials including objectives, transparency masters, assignment sheets, tests, and references are presented. (1974) ($10.00)

PEORIA PUBLIC SCHOOLS, DISTRICT 150. 3202 North Wisconsin Avenue, Peoria, Illinois 61603.

Project People Peoria-Career Awareness and Exploration. Chester W. Dugger and Charles V. Pryor. A booklet written by teachers for teachers to help integrate career education throughout the school curriculum (K-8). Sample units deal with organization, working with the community, and integrating interviewing, career visits, career awareness, career information, and career exploration into various classroom curricula. (1972)

Career Education. Charles Pryor. Describes the career education program undertaken in the public schools of Peoria, Illinois (K-8). Includes details of funding, goals, objectives, how the program progressed, and evaluation. Illustrated summaries of activities are included along with an extensive bibliography of professional books, tests, classroom materials, publishers, resource persons, etc. (1974)

PSYCHOLOGICAL TEST SPECIALISTS. Box 1441, Missoula, Mountana 59801.

Flyers describing six tests:

Quick Test (QT). R.B. Ammons and C.H. Ammons. A standardized individual intelligence test based on perceptual-verbal performance. Takes 3-10 minutes to administer. Covers abilities from 2 year to superior adult level.

Full-Range Picture Vocabulary Test (FRPVT). R.B. Ammons and H.S. Ammons. An intelligence test based on verbal comprehension. Takes 5-10 minutes to administer. No reading or writing required of testee.

Memory-For-Designs Test. Frances K. Graham and Barbara S. Kendall. A simple drawing test of perceptual-motor coordination. Suitable for use in age range 8.5 to 60 years. Testing time less than 10 minutes.

Group Personality Projective Test (GPPT). R.N. Cassel and T.C. Kahn. A projective test to measure major personality characteristics for use with persons 11 years or older. Takes about 40 minutes to administer.

Vocational Apperception Test: Advanced Form (VAT:ADV). R.B. Ammons, M.N. Butler, and S.A. Herzig. A test of vocational interests and attitudes. Takes 25-40 minutes to administer.

Famous Sayings (FS). Bernard M. Bass. A group personality test. The testee indicates whether he/she agrees with 131 generalities.

PSYCHOLOGISTS AND EDUCATORS, INC. Suite 212, 211 West State Street, Jacksonville, Illinois 62650.

Psychology Education Catalog. A catalog of available materials in the following catagories: Clinical, Guidance (pamphlets for professional and laymen), Tape Recordings and Kits, Education, Management, Forms, Miscellaneous, Books, and Waiting Room Materials. Includes ordering information and prices. (1977)

How Well Do You Know Yourself? (College Edition) (Secondary School Edition) (Personnel Edition). Thomas N. Jenkins. A factorial inventory to help one better understand oneself as a person and to "see normal people in essentially normal terms." A manual of instructions is also available. (1976)

How Well Do You Know Your Interests? (College Edition) (Secondary School Edition) (Personnel Edition). Thomas N. Jenkins. A vocational interest inventory. A manual of instructions is also available. (1974)

Knowledge of Occupations Test. Leroy G. Baruth. A test constructed to measure the extent to which high school students have knowledge of occupations. (1974)

RESEARCH FOR BETTER SCHOOLS, INCORPORATED. Suite 1700/Market Street, Philadelphia, Pennsylvania 19103.

Making Judgements. John W. Thomas. A program made up of five independent courses (advertising, causation, conflict, judging and reporting). Materials include programmed lesson

books, workbooks with latent-image feedback, group games and objective-referenced tests. A number of teacher-led group activities and spirit masters for student handouts are contained in the Teacher's Guide which accompanies each course. Each course may be used individually or in combination with other courses. The program will be published in the fall of 1977. (1977)

RESOURCE COORDINATING CENTER. APPALACHIAN EDUCATION SATELLITE PROJECT. 301 Bradley Hall, University of Kentucky, Lexington, Kentucky 40506.

Career Education in the Elementary School. Appalachian Regional Commission, Washington, D.C. and the College of Education and Division of Media Services, University of Kentucky. A series of 12 half-hour color videotaped instructional units with accompanying ancillary and testing materials, designed as in-service training in career education for teachers, guidance personnel and administrators in grades K-6. Information is provided to acquaint staff with the concepts and philosophy of career education and with the major principles and practices of career education in an elementary school setting. Video tapes feature classroom teachers, students, guidance personnel, administrative personnel, community members, parents, and context authorities discussing and illustrating career education principles, practices, and techniques in the elementary school environment. The infusion of career education into the total school curriculum is emphasized. The ancillary/laboratory materials, including both group and individual activities, are designed for participant completion. Testings for participant progress in content areas are also available. (1977) (Complete set of 12 video tapes - $422.40 - preview copies available; ancillary/laboratory materials - $6.50; Pre-test, Mid-term test, Post-test - $2.50) (NOTE: For video tape information, contact ETV Services, Chautauqua County BOCES, 9520 Fredonia-Stockton Road, Fredonia, New York 14063)

SCHOLASTIC BOOK SERVICES. 904 Sylvan Avenue, Englewood Cliffs, New Jersey 07632.

Career Education Programs by Scholastic (Brochure). Outlines four of the career education programs available through Scholastic - People Who Work (grades K-3); Explore (grades 4-6); Discovery (grades 7-10); and Opportunity (grades 9-12). The programs include sound filmstrips, student logbooks, and teaching guides. Program costs range from $79.50 to $169.50. (n.d.)

Scholastic's Scope Programs for 1976-77 (Brochure). Developed by the editors of Scholastic SCOPE Magazine for helping underachieving students learn the English skills they need both in and out of school. Materials written at 4th - 6th grade level and geared to junior/ senior high interests and maturity. Included are activity kits, skills books, visual sets, and "reluctant reader libraries."

Real Life Reading Skills Program (Brochure). A pretest determines skills each student needs to develop in order to cope with functional reading situations. Exercises and lessons based on "real experiences" use forms, signs, labels, newspapers, magazines, directions, and applications for building students' reading, comprehension, vocabulary, and application skills.

The Jobs Book: How To Find and Keep a Job. A job skills book written as a sequel to "Jobs in Your Future." It covers the training, skills, and attitudes needed to find and keep the right job; translating personal interests into careers; social security, tax, and application forms; reading a paycheck stub and help-wanted ads; and more. Three open-ended plays help students cope with real job situations. Teaching guide also available. (1976) ($1.25)

Getting Applications Right (Scope/Visuals 13). Students are introduced to the vocabulary found on most forms and then practice on standard forms run off in quantity from spirit masters: Social Security card, driver's license, charge account, job and loan applications plus checking, bank account and mail order forms. (Eight lessons are included.) (1973) ($6.95)

Career Crosswords (Scope/Visuals 16). Students explore the world of work through puzzles emphasizing finding and keeping the right job, preparing for an interview, filling out applications, job benefits, summer jobs...plus 10 specific career areas. (Sixteen lessons are included). (1973) ($11.50)

Discovery. A career-attitudes program for grades 7-10. Through filmstrips, students meet 49 people doing their usual day's work. These people discuss how they got their jobs, why they wanted them, and what abilities the jobs require. Discovery uses full-color, sound/filmstrips and a classroom set of Career Logbooks to help students outline their abilities and interests. (8 sound/filmstrips, 30 Student Logbooks, $169.50)

Opportunity. For grades 9-12 and students going on to college or entering the job market. Program offers information and practice in employment activities. Filmstrips cover job interviews, 15 careers (e.g., respiratory therapist, conservationist, builder, photographer), problem-solving job situations, etc. Activities and materials are designed to actively involve students in dealing with themselves, others, and career decision-making based upon their own interests and values. (n.d.) (8 sound/filmstrips, 30 Student Logbooks, Teaching Guide - $169.50)

Beginning Work Concepts - People Who Work. Unit 1, for grades K-3. In this unit the child's resource of imagination is expanded to introduce children to a variety of interesting jobs and the people who do them. Unit 1 explores the work of five people: a pediatrician, a baker, a park ranger, a factory supervisor, and a grandmother. Each Beginning Work Concepts Unit contains 5 sound/filmstrips, 5 sound tracks on records and cassettes, 5 hats, finger-puppets and a Teaching Guide/Activity Book. (Total cost-$79.50)

Beginning Work Concepts - People Who Work. Unit 2, for grades K-3. A continuation of Beginning Work Concepts, Unit 1. Five sound/filmstrips take children on additional job adventures including an architect visit, introduction to photography, a flight with a jet pilot, a pet shop owner shows animals, and a visit to an Iowa farm. (Total cost-$79.50)

Explore. A three unit series designed for grades 4-6 to help students begin their investigation into working. The units are composed of filmstrips, student logbooks, and teaching guides. Unit 1 (Work? Play?) presents hobbies, part-time jobs, extra-curricular work in school, after-school clubs, etc. as stepping stones to careers. ($99.50) Unit 2 (Who? What? When? Why?) is a four-part study of personalities, skills, training, and attitude through 16 different interviews. ($99.50) Unit 3 (Career Connections) contains practical ideas for turning what one does for fun into a career. ($99.50)

SCHOLASTIC TESTING SERVICE, INC. 480 Meyer Road, Bensenville, Illinois 60106.

1977-1978 Catalog of Standard Tests and Services. A catalog describing a variety of tests, services, media, and materials designed to evaluate student development. The tests cover reading, mathematics, language, basic skills, abilities, achievement, careers, counseling, and consumerism and are available for pre-school through adult levels. Scoring services are also available. (1977-78)

Educational Development Series. A series of standardized tests which comprise ability and achievement tests as well as reports of school plans, career plans, and interests. The battery coverage varies with age/grade level. (1976) (Specimen set, any level and form - $2.00 each)

Individual Career Exploration: ICE. Anna Miller-Tiedeman (with Anne Roe). A self-administered, self-scored inventory designed to help students focus on future occupations in relation to their current interests, experiences, abilities, and ambitions. It is based on the Roe-theory of occupations which groups occupations by type and by decision level. (1976) (Specimen set - $1.00 each)

Career Awareness Inventory: CAI. LaVerna M. Fadale. An inventory designed to help students assess how much they know about careers and their own career choices. It tests seven areas of career knowledge and is to be used for grades 3 to 6. A junior-senior high school version will be available for 1977-78. (1974) (Specimen set - $1.00 each)

Hall Occupational Orientation Inventory. Lacy G. Hall and Randolph B. Tarrier. An inventory which emphasizes the many possibilities for the student's future and encourages the broadening of the student's perceptions of potentials and priorities. The inventory is based on a personality-need theory inspired by Abraham Maslow and adapted by Anne Roe to the area of occupational choice. It is designed to be self-administered and self-scored. (1971) (Specimen set, each level: with manual - $5.75; without manual - $2.50)

SCIENCE RESEARCH ASSOCIATES, INC. 259 East Erie Street, Chicago, Illinois 60611.

1977 Catalog-Testing, Guidance, and Career Education. A catalog describing the materials available through Science Research Associates. Items include ability tests, achievement tests, interest inventories, guidance and career education kits and programs, and classroom activity programs. (1977)

Knowledge Needed to Obtain Work (KNOW). Thomas J. Jacobson. Overhead transparency program that illustrates how to select a job and apply for it. Consists of 64 transparencies grouped into seven topics: Selecting a Job, Finding Employment Openings, Filling Out an Application, Preparing to Take an Employment Test, Preparing for the Interview, Interviewing, and Following Up on Job Applications. Accompanying text elaborates on key state-

ments presented in the transparencies. Available with Spanish text. Handout wallet cards with key statements from each transparency for individual's future reference are also available, both in English and Spanish. Materials designed for grades 9 - Adult. (1973) (List price - $78.47; school price - $58.85)

Job Family Series. Series of twenty booklets covering a wide range of jobs grouped according to the U.S. Office of Education cluster concept. The descriptions of job situations are based on observation and interviews with workers and explain educational and training requirements for entry into jobs. Ten audio cassettes are also available which use formats such as soap opera and man-on-the-street interviews. Can be used as a supplement to the booklets or by themselves. A student guide is also available. Materials designed for grades 7-14. (1975) (Set of 10 cassettes: List price - $109.00; School price - $81.75. Individual cassettes: List price - $11.67; School price - $8.75. Set of 20 booklets: List price - $51.33; School price - $38.50. Individual booklets: List Price - $2.79; School price - $2.09.)

Job Experience Kits. John D. Krumboltz. Work-simulation experiences in 20 representative occupations. Students solve problems typical of each occupation. Activities are designed to expose students to real job activities. Task materials and pads of 30 answer sheets are available for the following occupations: accountant, appliance service worker, auto mechanic, beautician, carpenter, designer, drafting technician, electronics technician, elementary school teacher, lawyer, librarian, medical technologist, motel manager, plumber, police office, salesperson, secretary, truck driver, veterinarian, and X-ray technician. (n.d.) (Complete set of kits: List price - $235.40; School price - $176.55. Specimen set: List price - $6.07; School price $4.55.)

SINGER EDUCATION DIVISION, EDUCATION SYSTEMS. Rochester, New York 14603.

Job Survival Skills. A multi-media approach to training individuals in critical personal and interpersonal job behaviors. The entire kit includes 13 sound filmstrips, 5 game boards and accessories, 2 self-concept profile boards and accessories, 4 cooperation/competition puzzles, 3 communication exercise cards, 1 overview manual, 1 group leader's instructional manual, 20 participant's workbooks, and 20 interview appointment slips. (1973) (Sample kit - $13.95; entire kit - $449.95)

Community Life Skills. Program designed to help its participants develop important independent living skills through discovering essential information about community resources and services. Through active involvement in gaming activities that simulate real-life situations and follow-up discussions and experiences in their communities, participants learn about available resources for housing, transportation, finances, health services, and law and order. (n.d.)

Interpersonal Life Skills. Program designed to teach the interpersonal skills needed to develop better relationships. Life Skills Program shows one how to present oneself honestly, how to make a greater contribution to group efforts, and how to build happier relationships. (1976)

SOUTH DAKOTA DEPARTMENT OF EDUCATION AND CULTURAL AFFAIRS, DIVISION OF ELEMENTARY AND SECONDARY EDUCATION. State Capitol Building, Pierre, South Dakota 57501.

Counselor's Workbook. Orville Schmieding, Allan Lindstrom, Richard Parker, Doug Herzog, and Marilyn Karlson. A workbook prepared to assist counselors (of South Dakota) in the planning, development, implementation, and evaluation of a guidance and counseling program. Presented in the workbook are an accountability model, a needs assessment instrument, and suggested objectives and activities. Space is also provided for data, activities, and evaluation notations by the user. (1974)

SOUTHEASTERN OHIO REGIONAL EDUCATION SERVICE AGENCY. 52 University Terrace, Athens, Ohio 45701

Let's See What That Speech Therapist Does! A multi-media inservice presentation for the teacher, administrator, and parent. It is an overview of the speech, hearing and language therapist's role in the public school setting. (It does not describe the scope and variety of all the responsibilities of the therapist.) It is intended to initiate discussion with the therapist who will supply additional pertinent and technical information. (1976)

TEN SPEED PRESS. Post Office Box 7123, Berkeley, California 94707

What Color is Your Parachute? A Practical Manual for Job-Hunters and Career Changers. Richard N. Bolles. A book designed to tell the reader in step-by-step detail how to

identify what one wants to do with the rest of one's life, how to locate the job one wants, and how to convince the employer one is the best person for the job. Information is presented in a combination of exercises for self discovery and resources for consultation. Research aids included allow the reader to survey and locate organizations of interest within geographic regions. (1977) (Paperback - $4.95; cloth - $8.95)

The Quick Job-Hunting Map. Richard N. Bolles. A booklet of exercises designed to give the would-be job-hunter or career changer detailed help in shortening the time it takes to find a job or to change careers. This "map" is designed to help the reader identify his or her skills in detail and the places he or she wants to use those skills, as well as a method for getting hired in those chosen places. (1975) ($1.25)

Moving Up. Eli Djeddah. This employment counselor presents his program for job relocation and advancement which he uses with fee-paying clients. Designed especially for the man or woman who is between jobs, who is over 45, or just starting out, the author offers guides to lead to a position providing maximum compensation and personal effectiveness. The published job market is explored and the reader is shown how to discover and penetrate the unpublished job market. Advice is also presented on resume and letter writing, referral and preliminary interviews, and the handling of salary negotiations. (1971) (Paperback - $3.95)

Now That I Know Which Side Is Up. Eli Djeddah. A book dealing with human relations in the career world. It is designed as a guide to techniques for understanding ones' own intrinsic human needs and those of other people. (1976) (Paperback - $3.95)

UNIVERSITY OF CALIFORNIA. CENTER FOR THE STUDY OF EVALUATION. GRADUATE SCHOOL OF EDUCATION. 145 Moore Hall. Los Angeles, California 90024

The CSE/RBS Test Evaluations. A single volume composed of evaluation ratings of 2,610 scales and subscales considered to test skills in the higher order cognitive, affective, and interpersonal areas. Each instrument is categorized into a cell of one of three taxonomies and is given a numerical rating and grade (good, fair, poor) on each of the following characteristics: Validity, examinee appropriateness (appropriateness for the intended examinee group), normed excellence, teaching feedback, usability, and retest potential. In addition, comments are made on the instrument's ethical propriety. (1972) ($8.50)

VIMCET ASSOCIATES, INC. P.O. Box 24714, Los Angeles, California 90024

Catalog. Describes the thirty filmstrip/tape programs developed by W. James Popham and Eva L. Baker which focus on the areas of curriculum, instruction, and evaluation. The programs are designed for in-service staff development, pre-service teacher education, citizen advisory groups, and graduate education programs. (n.d.) (Filmstrip-tape programs - $20.00; Audio tapes - $10.00)

VINTAGE BOOKS (A DIVISION OF RANDOM HOUSE). 201 East Fiftieth Street, New York, New York 10022

America's Working Women. Rosalyn Baxandall, Linda Gordon, and Susan Reverby. A documentary history of the working woman from 1600 to the present. The book offers contemporary essays, diaries, union records, letters, songs, social worker's reports, statistics, and photographs that chronicle the lives of women laborers of all cultures, races, and work force areas. Topic chapters include; The First American Women, Home Work, Servitude, Dissent, Journey, Controversy, Industrialization, Migrants and Immigrants, Working Class Power, Strikes and Tradition of Struggle, Women's Consciousness and Class Conflict, The Depression, War Work, The Feminine Mystique, The Feminine Reality, Home and Job, and Today and Tomorrow. (1976) (Paperback - $6.95)

VIRGINIA, COMMONWEALTH OF. STATE DEPARTMENT OF EDUCATION. Richmond, Virginia 23216

Standards of Quality and Objectives for Public Schools in Virginia - 1976-78. A brochure stating the Virginia Standards of Quality enacted by the General Assembly (including those for career education) and the planning and management objectives adopted by the Board of Education.

Guidelines for Employment Counseling and Placement. Publication outlining the guidelines developed by a committee composed of local educators and Department of Education personnel to assist Virginia school divisions in providing employment counseling and placement services for secondary school students. The guidelines are designed to be useful in planning and implementing a comprehensive program of employment counseling and placement services to meet the needs which may be different in individual school divisions. Sample letters, forms, procedures, and resources are included. (1976)

Directory of Virginia's Post-Secondary Education and Training Opportunities - 1976-77. A publication listing the opportunities for education or training beyond high school available in Virginia. The directory is designed to help meet the need for information about educational opportunities expressed by high school students and their parents, guidance counselors, employment counselors, etc. Information includes degree and diploma programs offered, locations, and financial assistance.

Building an Accurate Image of Counselors. A listing of suggested activities to assist school administrators and guidance counselors (in Virginia) to build and to reflect a more accurate image of counselors and counseling. Various activities are presented including those of working with parents; increasing visibility; working with newspapers, radio stations, etc. for regular coverage; preparing slide-tape presentations; meeting with civic groups; and setting up displays within the community and school. (1975)

Certificate Endorsement Requirements Procedures for Guidance Counselors, Elementary and/or Secondary, for Virginia Schools. A pamphlet outlining the requirements for school counselors in Virginia.

VOCATIONAL FILMS, TELECINE FILM STUDIOS, INC. 111 Euclid Avenue, Park Ridge, Illinois 60068

A Visual Approach to Career Exploration. A catalog listing films dealing with career choice, women in the world of work, why people work, and specific occupations/clusters. Along with individual film descriptions, film ratings by the NVGA Film Review Committee are included. Films may be previewed, rented, and purchased.

Women in the World of Work. A 16 mm color film illustrating young women who have succeeded in normally male oriented occupational choices. These women discuss their interests and achievements. Careers presented include a building inspector, an instrumentation controller with the space program, aquanauts, a congresswoman, a test engineer, and a filmmaker. The film is designed for boys and girls in the upper elementary grades and up, including colleges and post-secondary students. (1974) (Sale - $175.00; 3 day rental - $17.50)

Why Work? Dr. Harry Wong (California) presents and makes a distinction between job (meets extrinsic needs) and work (fulfills intrinsic needs as a human being). Several small groups - upper elementary, junior high school, and high school - are shown discussing their thoughts on the importance of work to society and the different ways they see

work in relation to total life involvement. The film is designed for upper elementary ages to senior high school students and counselors, teachers, and parents. (1973) (Sale - $150.00; 3 day rental - $15.00)

Opportunity - Everywhere. A 16 mm film presenting the message to teenagers to "prepare themselves for a job in life." The film shows glimpses of persons working in over a hundred different occupations. These visuals are accompanied by a "mod" rock musical group "speaking" to the audience in musical verse. The film is designed to stimulate discussion by calling attention to the many occupational choices, but does not answer questions. The vocational/guidance counselor or moderator is depended upon to lead the supportive discussion. (1969) (Sale - $150.00; 3 day rental - $15.00)

It's Up to You. A 16 mm film showing the reactions of a teenage boy who has been asked by his parents to get a job. He raises questions, not only about the need to work, but also about the nature and quality of the work he may find. The film is designed for upper elementary through senior high school students. (1969) (Sale - $150.00; 3 day rental - $15.00)

VOCATIONAL GUIDANCE MANUALS (VGM). A DIVISION OF DATA COURIER, INC. 620 South Fifth Street, Louisville, Kentucky 40202.

Spring Catalog 1977. A catalog of career education materials for grades 7-14. Books offering detailed information about specific career fields are available for over 40 careers. Information includes employment outlook, educational preparation, advantages and disadvantages, salaries, related resources, etc. Filmstrips dealing with several career fields are also available.

WADSWORTH PUBLISHING COMPANY, INC. Belmont, California 94002.

Vocational and Career Education: Concepts and Operations. Calfrey C. Calhoun and Alton V. Finch. A text intended for persons interested in the learning or teaching of the fundamentals of vocational and career education, designed especially for undergraduate and graduate courses in principles, history, philosophy, and foundations. The text follows the philosophy that vocational education is a crucial component within an effectively functioning system of career education. Career education topics discussed include concepts and relationships, implementation, operations, curriculums, research, federal and state support, public relations and evaluation.

WAYNE COUNTY INTERMEDIATE SCHOOL DISTRICT, PROJECT APPLY.
33500 Van Born Road, Wayne, Michigan 48184.

A Guide to Exploration. Materials for middle or junior high school career education programs. Focus is on the preliminary stage of the career education process--Decision Making Skills, Communication Skills, and Information Seeking Skills. Includes objectives, activities, checklists, questions to consider, sample ads, and sample forms.

A Guide to Employment. Materials designed for helping high school students develop job getting skills. Unit topics include Employment Readiness, Preemployment Checklist, Where the Jobs Are, Employment Letters, The Application, The Interview, Employment Tests, Job Retention, Terminating the Job.

Guide to Hitchhiking. A cartoon pamphlet comparing the rules of hitchhiking to those of interviewing for a job.

Street by Street Job Search. A pamphlet outlining seven steps for conducting a street by street job search.

Posters. Assorted posters for publicizing a high school placement program.

(Manuals currently being field-tested.) (n.d.)

WIDER OPPORTUNITIES FOR WOMEN. 1649 K Street, N.W., Washington, D.C. 20006.

Careers for Program Enabling Students to Examine Themselves, Research Occupations and Seek Ways to Help Other Students (Careers for PEERS). Elaine K. Binder and Shulamith R. Elster. A manual for use by teachers, counselors and librarians describing a program in which students were trained to help other students find jobs and make career decisions. (1975)

A Dozen Ways to Find a Job. Elaine K. Binder and Shulamith R. Elster. A checklist of 12 items (with instructions and samples) to follow including resumes, cover letters, job interviews, informational interviews, notebooks, application forms, government, high school guidance offices, newspapers, yellow pages, and people you know. (1975)

You Decide. Elaine K. Binder and Shulamith R. Elster. Information about career development and decision making. A worksheet is included. (1975)

Questions Only You Can Answer. Elaine K. Binder and Shulamith R. Elster. A self testing booklet to help create self-awareness and self-understanding. (1975)

Exploring Occupations. Elaine K. Binder and Shulamith R. Elster. A booklet of definitions and guidelines for an occupational investigation. A "worksheet" is included. (1975)

WISCONSIN VOCATIONAL STUDIES CENTER, UNIVERSITY OF WISCONSIN-MADISON. 321 Education Building, Box 49, Madison, Wisconsin 53706.

Vocational Education Resource Materials - Career Education. A bibliography of hundreds of career education resources dealing with topics including career awareness, career orientation, career exploration, career preparation, models, guidance and counseling, and evaluation. (1976) ($2.00)

Employability Skills Program. M. Douglas Ray and John D. Hartz. A program of audiovisual instruction designed to provide students with assistance in developing non-job skill techniques necessary to obtain work and advance in their chosen occupation or field. The post-secondary version consists of fifteen modules:

Job Planning--
1. Getting Started
2. Self-Understanding
3. Self-Understanding, continued
4. Personal Papers and Data
5. Resume Writing

Job Acquisition--
6. Finding Job Leads
7. Writing Job Letters
8. The Interview
9. Taking Employment Tests
10. Wages, Deductions and Fringe Benefits

Job Success--
11. Unions and Professional Organizations
12. Unions and Professional Organizations, continued
13. On the Job
14. Money Management
15. Changing Jobs and the Career Ladder

In addition to the above fifteen modules, the high school version also includes three modules dealing with two-year

community and technical colleges, four-year colleges and universities, and careers in the military. An instructor's guide, script, exercises and outlines for job letters, resumes, and other forms are included. (1976) (High School version - $360.00; Post-secondary version - $300.00; preview of sampler - no charge)

Rural America Series. A Comprehensive Career Guidance, Counseling, Placement, and Follow-Through Program (K-14) for Rural Schools. The Center for Vocational Education, The Ohio State University, Columbus, Ohio; Wisconsin Vocational Studies Center, University of Wisconsin, Madison, Wisconsin; and The School of Education, Northern Michigan University, Marquette, Michigan. A set of sixteen handbooks designed to assist in the systematic planning, implementation, and evaluation of a career guidance and counseling program for rural schools. Included are four handbooks which emphasize an individualized approach for developing and providing comprehensive counseling, guidance, and placement services:

An Individualized Approach to Career Counseling and Placement. John D. Hartz and Susan J. Kosmo. This publication stresses the need for an individualized approach to student career planning and placement. It discusses the school's responsibility in these areas and outlines the essential ingredients for a successful career counseling and placement program in rural schools. (1977)

Career Counseling in the Rural School. John D. Hartz and Susan J. Kosmo. The career counseling component of the program presents both the content and process for providing individualized counseling services to each student. It focuses on services the rural counselor can supply through a comprehensive program. Techniques and procedures are presented for each of the traditional guidance services as they relate to one another. Services covered include individual inventory, the counseling interview, information, coordination and referral, and follow-up. (1977)

Transitional Placement in the Rural School. Susan J. Kosmo and John D. Hartz. Methods of helping rural students locate and enter post-school placements and problems of relocation, transportation, and limited local opportunities

are discussed. The need to approach placement as a community-shared responsibility and suggestions for including various community groups are presented. The publication also includes a section on techniques for developing students' personal effectiveness in placement. Readers of this booklet are assisted in creating a placement program which reflects their students' needs and the availability of various resources. They are also offered strategies for meeting individual students' goals within this program. (1977)

Desk Reference: Techniques and Procedures for Facilitating Career Counseling and Placement. Jan L. Novak and Wayne A. Hammerstrom. Intended to be used as a reference tool for rural school personnel, this publication contains forms and exercises helpful in conjunction with the program. It also contains bibliographies on occupational and educational information, lists of exemplary programs, and resource materials which encourage student career planning. (1977)

(The four volume package is available in a three-ring binder - $23.00; without binder - $19.50)

A Coordinated and Comprehensive School-Based Placement Model. A school-based placement system designed to serve all students: college-bound, vocational, and general students. It coordinates existing school personnel and resources with extra school services for a comprehensive instructional, guidance, and referral system. The goals are to develop individual student's competencies and to improve the availability of placement opportunities. The four project publications are:

VOLUME I Review and Synthesis of Job Placement Literature. Historical review of placement activities and description of contributions made by family members, governmental agencies, and educational institutions in the career development of youth. (1975) ($3.00)

VOLUME II Survey and Analysis of Career Placement Activities. Survey of providers of placement services (counselors, placement coordinators, parents, community members) and users of placement services (current and former students of secondary and post-secondary school systems).

Provides analysis of the barriers and facilities experienced by youth in the realization of their career goals. (1975) ($5.75)

VOLUME III A Coordinated and Comprehensive School-Based Career Placement Model. The various placement options available to youth are influenced by the placement opportunities available, the educational/occupational background of the individual, and the guidance the individual receives. To facilitate transitions, this model maximizes an individual's career independence and maximizes the availability of a student's placement options through environmental intervention. (1975) ($3.00)

VOLUME IV Data Base Establishment and Model Development for a Coordinated Comprehensive Placement System: Final Report. This Final Report was written as a summary of the three phases of the project. It also provides an evaluation of the model's acceptability. (1975) ($1.50)

Career Education, Career Guidance and Occupational Competence: Outlines, Materials and Lesson Plans for Teaching Career Development Courses. John D. Hartz, Jan L. Novak, and Susan J. Kosmo, editors. Curriculum materials developed for a national EPDA (Educational Personnel Development Training Act) "Career Education, Career Guidance and Occupational Competence" workshop are designed for use by university instructional staff in developing/inaugerating a career development course or program for pre-service training of counselors and vocational teachers. Included in this document are background materials, readings, and suggested lesson plans which the staff deemed appropriate for a career development course at either undergraduate or graduate levels. The materials are organized into three major parts--Work in America, Career and Vocational Development, and Career Development Programming. Career Program Resources: A Media Supplement is the complimentary volume to these lesson plans listing supportive resources. (1977) (Curriculum Materials - $18.00; Media Supplement - $2.00)

Job Seeking and Job Keeping: An Annotated Bibliography. Carol Kowle and Deborah Trout. An annotated bibliography consisting of commercial literature, curriculum materials, and job seeking guides used by the Center staff in a preliminary search for job-related materials under the federal project "A Systems Approach to Assessment and Evaluation of Post Secondary Vocational Programs." Approximately 90

items are reviewed in this publication. A range of materials for a variety of audiences is included. The materials themselves range from extensive audiovisual programs to local curriculum outlines from individual schools. The bibliography is intended as a resource for school counselors and placement personnel at both the high school and post secondary level as well as for the individual job seeker. (1977) ($1.50)

WISCONSIN VOCATIONAL STUDIES CENTER
UNIVERSITY OF WISCONSIN-MADISON

The Wisconsin Vocational Studies Center at the University of Wisconsin-Madison was reorganized with the support of the Wisconsin Board of Vocational, Technical, and Adult Education within the School of Education in 1971. The function of the center is to serve the State of Wisconsin in a unique way by bringing the resources of the University to bear on identified problems in the delivery of vocational and manpower programs—vocational education, technical education, adult education, career education, and manpower training—to citizens of all ages in all communities of the state. The center focuses upon the delivery of services including analyses of need, target groups served, institutional organization, instructional and curriculum methodology and content, labor market needs, manpower policy, and other appropriate factors. To the extent that these goals are enhanced and the foci of problems widened to encompass regional and national concerns, the center engages in studies beyond the boundaries of the state.

Merle E. Strong, director
Roger H. Lambert, associate director

for further information contact:

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321 EDUCATION BUILDING
1000 BASCOM MALL
MADISON, WISCONSIN 53706

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